

North Olympic Library System

Policy 2-12 Employment of Relatives adopted by NOLS Board of Trustees, May 1, 1977
Revisions: 7-21-88, 12-30-03

A. POLICY STATEMENT

Although the Library does not have a prohibition against hiring “relatives” of employees or “relatives” of members of the Library Board of Trustees, it is the policy of the Library as a public organization to define the circumstances under which a “relative” of an employee or a “relative” of a member of the Library Board of Trustees, may be restricted.

B. DEFINITIONS AND CONDITIONS

1. A “relative” is generally defined as a spouse, parent, grandparent, brother, sister, in-law, significant other, guardian, or any person with a familial relationship residing with or legally dependent upon the employee or member of the Library Board of Trustees.
2. Coverage under this policy shall include all Regular and Temporary, Exempt and Nonexempt position classifications in the Library.

C. BASIC PROVISIONS

1. Relatives of employees or relatives of a member of the Library Board of Trustees generally shall not be employed by the Library under the following situations:
 - a. Where one relative would have the authority to supervise, direct or make effective recommendations pertaining to salary level, promotion, transfer, discipline and related employment conditions of the other.
 - b. Where one spouse would be responsible for evaluating the work of the other.
 - c. Where other circumstances would place the relatives in a situation of actual or reasonably foreseeable conflict between the interests of the Library and their own.
2. Where a situation requires the exclusion of relatives, such as the marriage of two employees, effort may be made to resolve the situation by transfer of either employee. In the event a transfer cannot be arranged, the matter shall be referred to the NOLS Board of Trustees for clarification. In the event the NOLS Board determines the matter cannot be resolved satisfactorily, one of the relatives shall terminate his or her employment within 90 calendar days with the decision as to which relative shall terminate being made by the individuals involved.
3. The Library reserves the right in all cases to determine if a familial or close relationship exists which would prohibit a supervisory relationship between an employee or a member of the Library Board of Trustees and a “relative.”

D. ADMINISTRATION

The Library Director and/or the Library Board of Trustees, as appropriate, shall be responsible for the administration of the Employment of Relatives Policy.