

0250.10 Nepotism Policy

This is a negotiable issue and may be addressed in the Bargaining Agreement(s). Consult the Bargaining Agreement Topics Table (See Figure 0200.2) to determine if it is covered in an Agreement for the Bargaining Unit in question. If the issue is not addressed, Department policy applies as follows:

Nepotism is generally defined as a practice of an employee using personal power or influence to aid or hinder another in the employment setting because of a personal relationship. The following provides Departmental policy and guidelines on the employment and placement of persons with close personal relationships.

It is the policy of this Department to avoid the employment or placement of persons with close personal relationships into positions where nepotism could potentially occur, such as where they may work in a unit in close association with each other, work for the same immediate supervisor, have a direct or indirect supervisor/subordinate relationship, or have peace officer status and work in the same park unit or sector.

The intent of this policy is to eliminate the potential for nepotism to occur, not to prevent qualified personnel with close personal relationships from working within the Department so long as the above conditions and problems do not exist.

Whenever requested and staffing flexibility exists, every effort will be made to place qualified personnel with close personal relationships in nearby work locations, as long as the potential for nepotism does not exist. However, such a placement shall not be incompatible with the goals of the Department, upset the smooth and efficient operation of a unit, or burden or inconvenience any other employee in the Department.

0250.101**Definitions**

Personal Relationships: Include, but are not limited to, associations between individuals by blood, adoption, marriage, and/or cohabitation.

Direct Supervisor/Subordinate Relationship: Working relationship between an employee and his/her immediate (first-line) supervisor.

Indirect Supervisor/Subordinate Relationship: Working relationship between an employee and any of his/her second-level and above supervisors.

Unit: In Headquarters, unit may mean office, section, or unit, depending on organizational structure. In the Field, unit means park unit, sector or district office.

Park Unit: State Park, State Historic Park, State Beach, State Reserve, State Historical Monument, Wayside Campground, State Vehicular Recreation Area, or State Recreation Area.

Sector: Two or more small park units functioning as one larger unit, under the direction of one supervisor.

0250.102**Exceptions**

It is the responsibility of the supervisor or manager responsible for employment and placement of employees to determine, taking into consideration the specific needs and characteristics of the unit, whether or not the employment or placement of individuals with personal relationships into any of the above employment situations will have potentially harmful or adverse effects on: work production, safety and security, employee morale, or the fair and impartial supervision, treatment, and evaluation of employees by supervisors in the unit.

If the supervisor or manager determines that the employment or placement of individuals with close personal relationships will not have any of the above-mentioned effects, or if some extreme recruiting difficulty exists, exceptions to the Department's policy may be granted on a case-by-case basis by the Deputy Director of Administration. For exception approval, the supervisor or manager must submit a written request to his/her Division or Office Chief. If approved at that level, the request is forwarded to the Deputy Director of Administration via the Labor Relations Section for final approval.