



ADMINISTRATIVE PROCEDURES

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| TITLE: Nepotism | | PROCEDURE #: 604-A |
| DEPT: Business Services | | PROGRAM: Human Resources |
| EFFECTIVE DATE: 09/19 | REVIEWED: | REVISED: |

OBJECTIVE: To establish procedures for addressing and managing nepotism and personal relationships in the workplace.

REFERENCE: Policy #604

APPLICABILITY: All county departments, elected officials, and employees.

POLICY STATEMENT: County employees are entrusted with performing work in a manner consistent with the highest professional and ethical standards. It is the policy of Marion County to prevent favoritism, bias, unequal treatment, or conflict of interest based on an employee's familial, personal, or financial relationships.

PROCEDURES:

1. At the time of hire, each new employee is required to acknowledge that they have read and understood Administrative Policy 604 and Procedure 604-A, and disclose any relationships that may lead to nepotism.
2. Employees that establish a close personal or financial relationship with other employees, as outlined in Administrative Policy 604, must inform their department head and human resources in writing by completing the [Nepotism Disclosure Form](#) within five (5) business days of the beginning of the relationship or the change in their reporting relationship.
3. Department heads must notify human resources of potential nepotism situations and follow HR procedures for determining an alternate assignment.
4. Department heads and human resources are responsible for ensuring compliance with Policy 604, and that disclosure forms are on file and up to date.