

 <p>BOROUGH OF STATE COLLEGE PENNSYLVANIA</p>	<p>APPROVED BY: THOMAS J. FOUNTAINE, II</p>	<p>PAGE 1 OF 2</p>
<p>NEPOTISM AND WORK PLACE RELATIONSHIPS</p>	<p>HR-01-04</p>	<p>EFFECTIVE DATE: 7/14/2006</p>
<p>Revision: <u>Original</u></p>	<p>Revision Date: _____</p>	<p>Revision Approval: _____</p>
<p><u>Purpose</u></p> <p>Common experience strongly suggests that employees and employers are ill-served by relationships which develop in the workplace and which become more than relationships based on mere friendship. The exceptions to this observation do not invalidate it. Employees are strongly cautioned against allowing such relationships to develop. If they do, this policy explains what will happen. The employment of relatives or individuals involved in a personal relationship may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. To avoid these kinds of issues, this policy prohibits employment of relatives as well as the development of serious, personal relationships among employees, prescribes how such situations will be resolved if they occur, and provides for the continued employment of individuals who were involved in such relationships before the implementation of this policy.</p> <p><u>Definitions:</u></p> <p>For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. The term relative includes mother, father, husband, wife, brother, sister, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. Step-relatives in all these categories are also included in the definition of relative.</p> <p>A personal relationship is defined as a consensual romantic or sexual relationship involving a serious commitment that is clearly more than mere friendship.</p> <p>This policy applies to all employees without regard to gender or sexual orientation of the individuals involved.</p> <p><u>Policy:</u></p> <p>Relatives of current employees will not be considered for employment with the Borough. An individual involved in a personal relationship with a current employee will also not be eligible for employment. This prohibition shall not apply to employment in temporary, seasonal positions, nor to internships or volunteer work, as long as there is no supervisor/subordinate relationship between the relative or individual involved in a personal relationship and the employee.</p>		

If a personal relationship is established between employees after both are employed, it is the responsibility and obligation of the employees involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide which employee will resign from employment with the Borough. If that decision is not made within thirty (30) calendar days, the employee with less service time with the Borough shall receive notice of termination from the Borough Manager. Termination of employment shall be accomplished within six months of the date of notice that a relationship exists.

Effect on Existing Employees Who Have Relatives Employed as of July 2006:

Employees Other than Police Officers: Except for police officers, current employees who have relatives employed by the Borough of State College on the effective date of this policy may continue employment provided that there is no direct or indirect supervisor/subordinate relationship. Should a supervisory relationship develop involving family members or two employees with a personal relationship, and alternative accommodations are not feasible, the employees will be permitted to determine which one of them will resign.

Police Officers: No police officer who has a relative employed by the Borough on the effective date of this policy shall have his/her employment terminated as a result of this policy. Officers who have a relative employed by the Borough may compete for promotion to all ranks, but may not be promoted above the rank of Sergeant unless the relative who is not being promoted resigns from employment with the Borough. Officers who test for promotion to the rank of Lieutenant, along with the employee who is the officer's relative, will be required to jointly declare their intent to comply fully with the provisions of this policy. Said declaration shall occur at the point in the promotion process when an officer is eligible for promotion by being one of the top three candidates on the list certified by the Civil Service Commission. An officer who fails to declare, along with the officer's relative, their joint intent to comply fully with the provisions of this policy, shall be removed from the Civil Service eligibility list and shall not continue to be eligible for promotion from that list.

Continuing the Department's practice prior to the effective date of this policy, police supervisors who have relatives who are police officers will not be regularly assigned to the same section, shift or platoon with their relative.