



Louis Bay 2nd Library and Community Center Anti Nepotism Policy

In order to avoid both the reality and appearance of a conflict of interest in employment within the Louis Bay 2nd Library & Community Center, no member of the immediate family of the Director or any Board Member shall be permitted for any paid position except Page. No applicant for a position will be employed by the Louis Bay 2nd Library & Community Center if a member of the applicant's immediate family is currently employed in the Library. . Immediate family members shall not have or be placed in a supervisory position of an employee.

Immediate family member shall mean any individual who is related by marriage or blood and shall include, spouse, children (biological or adopted), parents (biological or adopted), relations by marriage (e.g., step child, step parent, brother-in-law, sister-in-law, niece, nephew and parent-in-law), domestic partners, and civil union partners.

All individuals who apply for employment with the Louis Bay 2nd Library & Community Center shall be required to disclose all immediate family members who are employed by the Library. Such information shall be maintained as confidential.

All Louis Bay 2nd Library & Community Center employees and officials shall disclose within sixty (60) days of enactment of this policy all known immediate family members currently working for the Library.

In the event an employee becomes an immediate family member of another employee through marriage, adoption, civil union or otherwise, then such familial relationship shall be disclosed to the Library Director within sixty (60) days. Individuals who become immediate family members with another employee by way of marriage, adoption, civil union, or otherwise, will be allowed to continue to work for the Library, but not in the same division or department and not in a supervisory/subordinate capacity. The Louis Bay 2nd Library & Community Center will make every effort to transfer an employee who becomes an immediate family member as a result of marriage, adoption, civil union, or otherwise; however, if a transfer or other accommodation is not possible, the Louis Bay 2nd Library & Community Center reserves the right to terminate an employee who violates this policy as a result of marriage, adoption, civil union, or otherwise. An employee will not be deemed to be in violation of this policy if an immediate family member is appointed to be the Director or elected to the Board after the date of hire of the employee.

Any employee who willfully or deliberately fails to disclose a known immediate family relationship within the Louis Bay 2nd Library & Community Center shall be subject to disciplinary action for which a penalty up to and including termination may be imposed.