

Category: 300

Number: 324

Policy: Nepotism

Purpose: The purpose of this policy is to define and serve as primary document for nepotism.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy shall apply to County Officials, Appointed, Elected and all County employees. This policy shall not apply to the court system.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

Nepotism is defined as favoritism or patronage provided by persons in management positions to relatives or close friends. No official or employee shall engage in nepotism. The County of St. Clair as an equal opportunity employer does not prohibit the hiring of an employee's relative or close friend when the selection process is open, competitive and selection is based on qualifications, skills and ability.

PROHIBITIVE EMPLOYMENT

No official or employee shall hire a relative or close friend where the official or employee would also have direct supervisory authority over the relative or close friend as an employee, regardless of the person's qualifications, skills and ability. If as the result of a change in employment or a family or personal relationship a supervisor becomes responsible for providing direct supervisory authority over a relative or close friend, the subordinate employee will be required to be transferred to another supervisor in the department, or when such is not feasible, an available open position for which the employee is qualified to perform that is not directly supervised by the family member or close friend.

For further information, an employee may contact the Human Resources Department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted: February 18, 2021