

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0055 **Subject:** Nepotism/Conflict of Interest
Effective Date: 01-01-91 **Last Revision:** 2-28-22
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent Urban 2/28/2022 [Signature] 2/28/2022
Superintendent, WCBDD Date Board President, WCBDD Date

The following definitions will apply:

Nepotism - Webster defines nepotism as "Favoritism (as in appointment to a job) based on kinship". Kinship includes Board Members and/or elected officials/members of Wood County Board of County Commissioners, and will include relationships of family members, as well as employee (parent) and individuals served relationships.

Family – A member of family includes the following relatives, regardless of where they reside: 1) spouse; 2) children (whether dependent or not); 3) siblings; 4) parents; 5) grandparents; and 6) grandchildren. It also includes any other person related by blood or by marriage and living in the same household.

Management Employees - A person employed by the Board in a position having managerial responsibilities, duties involved in making employment recommendations, and having direct reporting responsibilities to the Board or Superintendent, including the following: Board Members, Superintendent, Director of Children's Services, Director of Health Supports & Provider Relations, , Director of Fiscal Services, Director of Services & Support Administration, Human Resources Coordinator, Health and Safety Coordinator, Communications & Community Engagement Manager and Administrative Assistant Supervisor.

Supervision – The direct ability or power to effectively recommend the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment or discipline of one or more board employees.

Significant Relationship- Employees living together as a spousal or family unit when not legally married or related where the nature of the relationship may impair the objectivity or independence or judgement of one individual working with the other.

From the effective implementation date of this policy as revised, the following rules shall be adhered to ensure legal and ethical employment practices, and fair and consistent treatment of all employees.

1. Family members of the County Board members or members of the family of a County Commissioner may not be employed by the Wood County Board of Developmental Disabilities (Ohio Revised Code–Must meet current code).
2. A classified employee of a county board of developmental disabilities who was employed on or after October 31, 1980, is subject to dismissal from employment when that employee's immediate family member is elected as a county commissioner of a county that is served by the county board of developmental disabilities that employs the classified employee, per ORC 5126.0221 (B)(3).
3. Family members of management employees (as defined above) may not be employed by the Wood County Board of Developmental Disabilities. During a declared pandemic exception may be made on a temporary basis to meet necessary staffing needs.
4. No employee in the personnel area shall process any personnel actions or use the authority or influence of their position to secure employment of family member and/or those they are in significant relationship with. In addition, they are not to review or be involved in the disciplinary actions of a family member and/or those they are in significant relationship with.
5. If two employees who directly or indirectly report to one another marry, become domestic partners, or come within the prohibitions of this policy, they are to immediately report the significant relationship to their Director, HR or the Superintendent.
 - The employees will have thirty (30) days in which to designate which of the two will seek a reassignment, transfer, or leave the Board's employ in order to avoid the conflict.
 - If the employees cannot decide among themselves the Superintendent will make the decision.
 - The Superintendent should work expeditiously to relocate or transfer one of the individuals to eliminate the conflict to the extent permitted by law and/or collective bargaining agreement. This relocation or transfer should be to a comparable position with minimal inconvenience for the transferring employee if available.
 - No reassignment (to a new or different position) will be made which affects the classified/unclassified status or the pay of the reassigned employee if available.
 - The agency will make every reasonable effort to arrange a transfer that is acceptable to the employee (and the agency), but if such a transfer cannot be arranged, the designated employee must resign.
6. No employee or contracted employee shall be the direct service provider for their own family member as defined above.
7. Although it is the intention to follow this policy at all times, during a bridge/temporary assignment, it may be necessary to place an employee in a position contrary to this policy for a short period of time.

References: Ohio Ethics Commission 3/06
Ohio Revised Code 2921.42, 2921.43, 5126.0221, 5126.03

Policies: 01-ALL-ALL-0106

Procedures: 02-ALL-ALL-0560

Form: 03-ALL-ALL-0126

tar\policy\0055