

County of Cumberland Board of Commissioners	Policy Number: 1.05	Pages: 1 of 2
Chapter: Appointment of Personnel	Effective Date: July 28, 2022 Supersedes Policy 1.05 Dated 08/11/1994	
Subject: Employment of Relatives		

I. POLICY:

Cumberland County Government is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

SCOPE:

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Cumberland County will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative or have authority over payroll or benefits, and b) candidates for employment will not occupy a position in the same line of authority as another employee who initiates or participates in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and candidates for employment.

II. DEFINITIONS:

For purposes of this policy relatives are defined as employee's spouse, domestic partner, civil union partner, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, aunt, uncle, father-in-law, mother-in-law, and other relatives residing in the employee's household or any other individual whose close association with the employee is the equivalent of a family relationship, such as a step-relative.

III. PROCEDURE:

A. To avoid any potential conflict between employees, no relative of an employee shall be placed in a position that provides supervision over that employee. This precludes the acceptance of an application for employment where supervision conflicts exist or may exist due to a promotional opening.

B. Any exceptions to this policy must be approved by the County Administrator. A management plan including written justification for the exception must be submitted prior to any employment decisions. Approval of a management plan is also required when an individual already assigned to a position becomes a relative of a supervisor, subordinate, or someone who works for the same immediate supervisor.

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C. Cumberland County reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved.