

River Valley Child Development Services

NEPOTISM PROCEDURE

Effective: July 1, 2020

Should relationships addressed in the Nepotism Policy be identified with either candidates for employment or current employees, that matter should be immediately reported to the HR Coordinator and the following procedures will be followed:

- A determination will be made where the relationship is subject to the agency's Nepotism policy, based on the conditions described. RVCDS will consider a member of an employee's family for employment if the applicant possesses all the qualifications for employment for the position.
- If the relationship is determined to fall within one or more of the conditions described in the policy, the HR Coordinator and the Executive Director will consult with the affected employees to resolve the situation through two possible solutions:
 - Transfer of one employee to a suitable position within another program to which one of the affected employees may transfer.
 - One of the affected employees will resign their employment.

One of these solutions must be implemented within 30 days of notification. It is the responsibility of every employee to identify to the agency's HR Coordinator any potential or existing personal relationship which falls under the definitions provided in the policy. Employees who fail to disclose personal relationships covered by the Nepotism policy will be subject to disciplinary action, up to and including the termination of employment.