

OSSINING PUBLIC LIBRARY

NEPOTISM POLICY

The Ossining Public Library (“Library”) is committed to a policy of employment and advancement based on qualifications and merit, and follows Westchester County Civil Service Regulations. It is unlawful to discriminate on the basis of marital status, personal relationship, sex or sexual orientation. However, the Library may reasonably regulate the work situation of individuals in relationships outlined below for bona fide business reasons of supervision, safety, security, and/or morale.

The employment of family members or relatives of persons serving on the Board of Trustees can create a potential for perceived or actual conflicts, such as favoritism, bias or personal conflicts from outside the work environment, which can be carried into the daily working relationship. Therefore, the Ossining Public Library will not hire or consider family members or relatives of persons serving on the Board of Trustees, or any current Board members of the Ossining Library Foundation, or The Friends of the Ossining Public Library or any committee of the Board.

In addition, the employment of family members or relatives of current staff can cause various problems in the operations of the Library, including charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of both the Library and its employees.

Therefore, employees may not hold a job over which a member of their family or relative exercises supervisory or decision making authority, work for a member of their family or relative, hold a position that involves the handling of money or in a position where the family members or relatives have the authority to make decisions independent of a supervisor. Members of an employee’s family or a relative will be considered for employment on the basis of their qualifications, but may not be hired if employment would: (i) Create a supervisor/subordinate relationship with a family member or relative; (ii) Create an adverse impact on work performance; or (iii) Create either an actual conflict of interest or the appearance of a conflict of interest.

The provisions of this policy shall apply to all employment in the Library, including appointments, promotions or transfers made on or after the effective date of this policy. This policy shall not apply to employment and supervisory arrangements which existed and which were in effect in accordance with

applicable Library policy prior to the effective date of this policy. However, any future changes in an individual's employment status as of the date of this policy, including promotions or transfers or any changes in an employee's relationship status shall be governed under this policy.

Definitions "Family member/relative, immediate family" is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples or significant others. This policy also applies to individuals who are not legally related but who reside with another employee in a familial relationship rather than a roommate relationship.

If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals may be transferred to another department. Employees are responsible for immediately notifying the Library Director in the event that there is a change in relationship status.

Supervisors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy.

While individuals will be considered solely on the basis of individual merit, the following regulations shall be enforced: 1. No Library employee shall participate in interviewing or any final decision or recommendations relating to the hiring, promotion, retention, termination, or other condition of employment of a family member or relative. 2. In instances when it is proposed that family members or relatives be employed, the Library Director will ensure that the anti-nepotism policy has not been violated. Approval will be documented via E-mail or memorandum.

No changes to this policy will be made without the written consent of the Library Director and the Board of Trustees.

Approved by the Board of Trustees: March 9, 2015