ANTI-NEPOTISM POLICY

The Almond Library is committed to a policy of employment based on qualifications and merit. 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 supervisions, safety, security, and/or morale. Accordingly, in order to maintain a system of fairness and consistent treatment to employees and potential employees, as well as to avoid actual or perceived conflict of interest, Library personnel shall consider conflicts related to any familial relationship of a potential employee to any current Library employee or member of the Library Board of Trustees in making a hiring decision for a paid position at the Library.

Guidelines: 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 Almond Library will not hire or consider for hire family members or relatives of person serving on the Board of Trustees. 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. 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.

Definition of a Family Member: for the purposes of this policy the term "family member" or "relative" shall include relationships established by blood, marriage, or legal action, such as: a spouse/partner, parent, child, sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, step-child, aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin. 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.

Notification: Any employee who becomes a family member or relative of another employee, as defined above, shall disclose the relationship to the Director within sixty days. Individuals in this situation will be allowed to continue to work for the Library, so long as their employment does not violate any part of the Guidelines in this policy. The Library reserves the right to terminate an employee who violates any part of the Guidelines in this policy as a result of marriage, adoption, civil union, or otherwise. An employee will not be deemed to be in violation of this policy if an immediate family member is appointed to be the Director or elected to the Board after the date of hire of the employee.

Employees Responsibility: All individuals who apply for employment with the Almond Library must disclose all immediate family members who are employed by the Library. Such information shall be maintained as confidential. Willful or deliberate failure to disclose a known immediate family relationship within the Library may result in disciplinary action, up to and including termination of employment. It is the responsibility of every employee to identify to the Director any potential or existing personal relationships which fall within the scope of this Policy. Any employee presently employed will not be subject to dismissal based upon this Policy's requirements.

Adopted by the Library Board of Trustees on 04/30/2026