



ANTI-NEPOTISM POLICY (effective January 1, 2014)

The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of both OCWA and its employees. Therefore, it is the policy of OCWA not to hire a close relative of any current employee in any capacity, except for seasonal aides.

For purposes of this policy, the term "close relative" includes the following relationships, whether established by blood, marriage, or other legal action: spouse, parent, child or sibling.

When two existing OCWA employees marry or some other circumstance results in a violation of this policy, or in the case of seasonal aides, both employees may continue their employment with OCWA unless it would:

- (i) Create a supervisor/subordinate relationship with a family member;
- (ii) Have the potential for creating an adverse impact on work performance; or
- (iii) Create either an actual conflict of interest or the appearance of a conflict of interest.

If OCWA management determines that one of the conditions outlined above has occurred, attempts will be made to find a suitable position within OCWA to which one of the employees will transfer. If transfer is not possible, OCWA will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale.

This policy does not apply to "close relatives" who already are employed by OCWA as of the effective date of this policy. This waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy.

This policy also does not apply in cases where it is otherwise prohibited by state or federal law.

The OCWA Board may authorize an exemption to the prohibitions in its policy in cases where it is determined to be in accordance with applicable law and in the best interest of OCWA to grant an exception.