



# Greentown Public Library

## Nepotism Policy

Adopted 05/22/2023

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In order to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist, it is the policy of Greentown Public Library not to employ or consider for employment any immediate relative of the Library's Board of Trustees or any employee of the Library. Immediate relative is defined as spouse, domestic partner, child, parent, brother, sister, in-law or step family member (father, mother, brother, sister) grandparent, or grandchild.

The Library will allow existing employment relationships to be maintained with current employees who are related under the following circumstances:

- The relationship does not create an adverse impact on work productivity performance;
- The relationship does not create an actual or perceived conflict-of-interest;
- A supervisor/subordinate relationship with a family member does not exist;

This policy should be considered when hiring, promoting or transferring any employee.

The Library reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy. The Library reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case-by-case basis.

A handwritten signature in black ink, appearing to read 'Cynthia J. Heffner', is written in a cursive style.

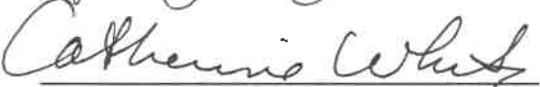
It is the responsibility of every employee/Board member to identify to the Director any potential or existing personal relationship which falls under the definitions provided in this policy.

 Stephen W. Moser

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 Cynthia Gaffel

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 Catherine White

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