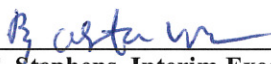




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 4022	Employment of Relatives
Origination Date: January, 1998	
Revision Date: December 2003; April 2006, March 7, 2012	
Reviewed Date: February 2005; May 9, 2007; May 14, 2008; April 3, 2009; April 16, 2010, May 2011, May 9, 2013, May 5, 2016	
Approved:  _____ Bryan G. Stephens, Interim Executive Director	

POLICY: The Cobb County Community Services Board and the Douglas County Community Services Board have established this policy regarding the employment of relatives to help ensure efficient and effective operations and to minimize conflicts of interest and risk.

A. General Provisions

1. Board policy does not preclude employment of relatives in all cases.
2. Department Directors are authorized officials responsible for making appropriate decisions involving employment of relatives. These decisions include, but are not limited to, consideration for employment or transfer, promotion, demotion, or separation of current employees.
3. The authorized persons should efficiently document any actions involving the non-selection of an applicant/employee or the transfer, promotion, demotion or separation of current employees with the Boards under the provisions of this policy.
4. Employees must report relationships that are in violation of this policy.
5. Violations among current employees are to be resolved immediately.

B. Definition of Relative

A relative of an employee means any of the following: Parent/Grandparent; Sister/Brother; Child/Grandchild; Spouse; Legal Ward; Guardian; Immediate In-law.

C. Prohibitions

1. Relatives will not be employed or placed in positions or situations in which a superior-subordinate relationship will exist between the relatives through any line or authority. Any line of authority is construed to mean authority extending through one or more levels of management.
2. Relatives will not be employed or placed in circumstances in which fiscal checks or balances are a part of the assigned duties and responsibilities of the positions involved.
3. Relatives will not be employed in a working relationship in which the nature of the responsibilities may contribute to personal or financial gain, fraud, collusion, other abuses of position, or conflict of interest.

D. Limitations of Relatives as Co-Workers

1. The Boards discourage the employment of relatives when such employment will place relatives in a direct co-worker relationship. Employees who are relatives should not be placed in circumstances where there could be a conflict of interest.

Questions regarding any provision of this policy should be directed to the Human Resources Director.