



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.3.52	Subject: WORKPLACE FAMILY RELATIONSHIPS
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2 and Attachment
Section 3: Human Resources	Effective Date: Sept. 8, 2011
Signature: /s/ Mike Batista, Director	Revised: 05/10/2016

I. POLICY

The Department of Corrections strives to identify and manage family member relationships between supervisors and subordinates through self-identification and active division administrator involvement to mitigate the perception of preferential treatment and maintain professionalism.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. DEFINITIONS

Department Employee – A person employed by the Department of Corrections who has attained permanent status or is eligible to attain permanent status, as provided in *2-18-601, MCA*; volunteers, interns, temporary and short term workers; this term does not include service providers.

Family Member – Any individual related by blood or marriage.

IV. DEPARTMENT DIRECTIVES

A. General Provisions

1. This policy does not prohibit personal relationships between Department employees, or Department and contractor employees and does not presume family member relationships adversely affect the ability of employees to work together. This policy does recognize the potential for the perception of adverse effects to exist and attempts to ensure such perception does not become reality.
2. A supervisor will not allow family member relationships to affect workplace behavior or job responsibilities; if an individual supervises a family member, he or she must report the existence of the relationship to the division administrator as soon as practical.
3. Supervisors will not participate in a selection process in which a family member is an applicant.
4. Department employees will not participate in the bid award process in which a family member is an employee of a contractor.
5. An employee who believes he or she has been adversely affected by preferential treatment due to a family member relationship will report concerns to the division administrator.

B. Resolution

Subject: WORKPLACE FAMILY RELATIONSHIPS

1. Supervisor/subordinate/contractor family member relationships involving new or existing employees will be documented using the [Family Member Relationship Disclosure](#) form; the form will be completed by the affected and disclosing individuals and the division administrator, stored by the Office of Human Resources, and accessible to those in the chain of command on a need-to-know basis.
2. A mitigation plan to maintain a professional working environment will be developed by the division administrator and attached to the Family Member Relationship Disclosure form.

C. Exceptions

1. In circumstances where acting/temporary assignments exceeding thirty (30) days occur, a written alternate reporting structure will be established by a division administrator, or designee.

V. CLOSING

Questions concerning this policy should be directed to the Office of Human Resources.

VI. REFERENCES

A. *DOC Policy 1.3.2 Performance and Conduct*

VII. ATTACHMENT

[Family Member Relationship Disclosure Form](#)