



POLICY DIRECTIVE

Policy:	DOC 1.3.52 FAMILY WORKPLACE RELATIONSHIPS
Effective Date:	09/08/2011 Page 1 of 2
Revision Date(s):	05/10/2016; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

The Department 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 (see Glossary)

IV. REQUIREMENTS

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

B. Resolution

1. Supervisor, subordinate and contractor family member relationships involving new or existing employees will be documented using the *Family Member Relationship Disclosure*.
 - a. The form will be completed by the affected and disclosing individuals and the administrator, stored by 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 administrator and attached to the *Family Member Relationship Disclosure*.

C. Exceptions

1. In circumstances where acting or temporary assignments exceeding 30 days occur, a written alternate reporting structure will be established by an administrator.

V. CLOSING

Questions about this policy should be directed to Human Resources.

VI. REFERENCES

- A. *DOC 1.3.2 Performance and Conduct*

VII. FORM

Family Member Relationship Disclosure