



Kalamazoo  
Public Library

## Operational Policy: Nepotism

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 Kalamazoo Public Library ("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 or 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.

Employees who marry or become related by marriage while both employees are employed by the Library may seek approval from the Director for an exception to the policy. 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.

It is the responsibility of every employee to identify to the Library's HR Manager any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

**Policy adopted August 25, 2014.**