

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: EMPLOYMENT STATUS OF RELATIVES
POLICY NUMBER: HR-48
EFFECTIVE DATE: May 1998
SUPERSEDES: N/A
LAST REVISION DATE: July 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to prohibit or limit the employment or change in employment status of relatives when necessary or appropriate.

DEFINITION OF RELATIVE:

For the purpose of this policy, “relatives” means any of the following:

- I. Spouse
- II. Child/Grandchild (includes biological, adopted or foster child, step child, legal ward, or child for whom the employee stands in loco parent is)
- III. Sister/Brother (includes step/half relationships)
- IV. Parent/Grandparent (includes step relationships)
- V. Aunt/Uncle
- VI. Niece/Nephew
- VII. First Cousin
- VIII. Immediate in-law (i.e., mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law)
- IX. Guardian (as defined by law)

PROHIBITIONS AND LIMITATIONS:

- I. Relatives are not to be employed or placed in positions or situations in which a superior – subordinate relationship will exist between the relatives in circumstances including, but not limited to, the following:
 - A. When the relatives are assigned to the same SBHS program
 - B. When there are fewer than two levels of management separating the relatives

SUBJECT: Employment Status of Relatives

Policy #HR-48

Page 2 of 3

- II. Placement of other relatives (e.g., aunt, uncle, nephew, niece, cousin, etc.) in a direct superior – subordinate relationship is prohibited. Any other superior – subordinate relationship that would result from employing or changing the employment status of other relatives must be carefully evaluated by Program Managers and the Human Resource Manager to ensure that the proposed work arrangement is in SBHS best interest.
- III. Relatives are not to 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.
- IV. Relatives are not to be employed in a working relationship in which the nature of the responsibilities may contribute to personal or financial gain, fraud, collusion and other abuses of position or conflict of interest.
- V. Employees who are relatives should not be placed in a direct co-worker relationship within the same program.

RESPONSIBILITIES:

- I. Program Managers are responsible for ensuring that violations of this policy do not occur.
 - A. Appropriate action including, but not limited to, transfer, reassignment or separation of current employees should be taken immediately to resolve any violations of this policy.
 - B. Program Managers should sufficiently document actions involving the movement or separation of current employees based on this policy.
- II. The Chief Executive Officer and Human Resource Manager are responsible for making final appropriate decisions regarding the employment of relatives.
 - A. Applicants/employees are not to be considered for positions if selection would result in the employment of relatives in violation of this policy.
 - B. Managers should sufficiently document any actions involving the non-selection of applicants/employees based on this policy.
- III. Employees must report relationships involving family members that are in violation of this policy to supervisors and/or Program Managers. Failure to do so may result in disciplinary action.
- IV. Unique circumstances will be reviewed on a case-by-case basis. A determination of appropriate action will be made by the Chief Executive Officer.

SUBJECT: Employment Status of Relatives
Policy #HR-48
Page 3 of 3

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date