

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="text-align: center; font-size: 2em;">157.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> Administration and Management</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.</p>	
<p><u>SUBJECT:</u> Nepotism</p>		
<p><u>DATE:</u> April 1, 2012</p>		

POLICY

It is the policy of the West Virginia Division of Juvenile Services to ensure that employees are treated in a consistent and impartial manner and to prohibit any employee from attempting to influence the terms and conditions of employment of any person due to their familial and/or interpersonal relationship.

CANCELLATION

This policy has been reviewed and supersedes Policy 157.00 dated October 1, 2007.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' employees and contract employees.

DEFINITIONS

1. **Immediate Family:** For the purposes of this policy, this includes romantic and/or sexual relationships between individuals which can create a conflict. Immediate family also includes a relative or family member, either by blood or marriage, which consists of parents, children, siblings, spouse, parents-in-law, children-in-law, grandparents, grandchildren, stepparents, stepsiblings, stepchildren, and individuals in a legal guardianship relationship.
2. **Nepotism:** The employment of immediate family within the same work location which places one in a supervisory position over the other.

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PROCEDURES

1. The West Virginia Division of Juvenile Services does not condone nepotism. Therefore, the Division shall follow and enforce the below-noted stipulations:
 - a. Neither the Director nor any designee shall influence or attempt to influence the employment or working conditions of his/her immediate family.
 - b. The Director or designee shall have the responsibility of administering the employment of relatives of any Division of Juvenile Services' employee in a consistent and impartial manner.
 - c. No Division of Juvenile Services' employee shall directly supervise a member of his/her immediate family.
 - d. No Division of Juvenile Services' employee shall review or audit the work of a member of his/her immediate family, or take part in discussions concerning employment, assignment, compensation, discipline, or related matters involving a member of his/her immediate family.
 - e. In the event that a Division of Juvenile Services' employee is in violation of this policy, through marriage, adoption, promotion, etc., the situation shall be resolved within thirty (30) calendar days through transfer, reassignment, resignation, etc. of one of the involved employees or by other accommodation that protects the interests of the public.
2. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:


 Director


 Date