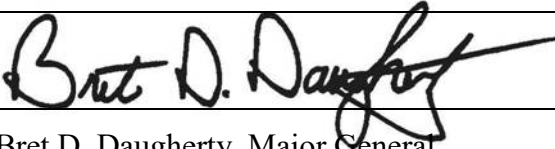




Department Policy No. HR-206-05

Title:	Employment of Relatives
References	Human Resources Policy Number HR-207-03 (Ethics) WAC 357-01
Information Contact:	Human Resources Director Building 33 (253) 512-7940
Effective Date:	June 30, 2005
Mandatory Review Date:	March 30, 2023
Revised:	March 30, 2019
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

This policy defines the Washington Military Department's (WMD) position on employment and assignment of staff to preclude favoritism based on family relationships.

Applicability

This policy applies to all state employees within the WMD. It does not apply to guardsmen on state active duty or to federal personnel to include Active Guard Reserve (AGR), traditional guardsmen in a federal military status, or military technicians.

Definitions

1. For the purpose of this policy, relatives are defined as parent, step parent, parent-in-law, spouse, registered domestic partner, child (to include step and foster), sibling, grandparents, grandchildren, or a WMD employee cohabitating with another WMD employee sharing a common domestic life.
2. A supervisory/subordinate relationship is defined as a line of functional supervision within the WMD. This includes employees who assume supervisory responsibilities on occasion or assign tasks.

Policy

The WMD is committed to a working environment that exhibits fairness and integrity. It is the intent of the WMD to assure fairness and avoid the possibility of preferential treatment for relatives and household members regarding employment, promotional opportunities and other rights and/or benefits of employment. It is the policy of the agency not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Notwithstanding this policy, the WMD retains the right to refuse to appoint a person to a position in the same department, division or facility, wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, safety, security or morale, or involves a potential conflict of interest.

The Division Director shall have the authority and responsibility for determining if such a potential for adverse impact exists or does not exist. Where the Division Director has made a determination that such adverse impact does exist, this determination shall be reviewed by the Agency Director or his designee. The final decision shall rest with the Agency Director.

1. To avoid issues that may arise as a part of relationships and perceptions such as favoritism, relatives will not be employed or assigned in a supervisory/subordinate role or be in the chain of command over one another within the same division.
2. To avoid a conflict of interest or the appearance of a conflict of interest, volunteers or contract personnel may not provide a service or engage in activities under the lead or supervision of a relative or household member.
3. If a situation arises in which two employees within the same chain of supervision enter into a relationship as defined in this policy, it is the responsibility of both employees to immediately report the relationship to their supervisors and the Division Director.
 - a. The Human Resources Office, in collaboration with the Division Director may initiate any actions necessary to remedy relationship that violate this policy. Possible remedy options include reassigning one of the individuals to a position in a different chain of command or reassigning supervisory responsibilities.
 - b. If bargaining agreement employees are likely to be reassigned in accordance with this policy, the appropriate bargaining unit staff/representatives will be notified prior to any reassignment.