



Department Policy No. HR-206-05

Title:	Employment of Relatives
References	Human Resources Policy Number HR-207-03 (Ethics)
Information Contact:	Human Resources Director Building 33 (253) 512-7940
Effective Date:	June 30, 2005
Mandatory Review Date:	April 1, 2017
Revised:	April 1, 2013
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 or personal relationships.

Scope

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, present or former spouse, child, brother, sister, in-laws in such relationship, aunt, uncle, niece, nephew, grandparents, any grandchildren, first cousin, a WMD employee cohabitating with another WMD employee, or any other person with whom the employee has a personal relationship who are living together and share 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 supervisor responsibilities on occasion or assign tasks.

Policy

- A. The WMD is committed to a working environment that exhibits fairness and integrity. 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 not exist, this determination shall be reviewed by the Human Resources Director prior to any appointment being made. If the Human Resources Director determines that an adverse impact would in fact occur, the division director and Agency Director shall be notified. The final decision shall rest with the Agency Director.

Therefore, 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.

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 entire chain of command over one another within the same Division. Acting/temporary appointments or assignments of less than 6 months are not prohibited by this policy when there is no expectation of decisions affecting hiring, promoting, work assignment, evaluation, corrective/disciplinary actions, or any other activity that could be seen as an influential factor as a result of the family relationship.
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. It is the responsibility of both employees to immediately report any potential conflicts to their supervisors or the Human Resources Office.
 - a. Conflicts with this policy will result in the reassignment of one of the employees. The Human Resources Office shall initiate an action to reassign one of the individuals to a position where the conflicting relationship shall not apply.
 - 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.