

Subject:  
**Nepotism**

Number: 00-04  
Original Issue:  
Approval:

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**Policy:**

The District will not hire relatives of a District employee if:

- a. One employee would have the authority or be in a position to supervise, hire, remove or discipline the other; or
- b. one employee would be responsible for auditing or evaluating the work of the other; or
- c. other circumstances exist that would place the relatives in a situation of actual or reasonably foreseeable conflict between the District's interest and their own.

**Reference:** WAC [162-16-250](#)

**Process:**

When a department wishes to hire an employee's relative, the department manager should submit a written request to the Executive Director about the appointment decision.

When a relationship, as described in "Definition," is created by marriage, domestic partnership, or another development during the time when both involved employees work for the District, the two employees may remain in their existing positions only if they are not in conflict with the restrictions stated in this Policy.

If a conflict is created by the new relationship, the District will attempt to arrange a transfer or change in position for one of the employees. If a suitable transfer/change in position is not available, one of the employees will be separated from the District. A reasonable attempt will be made to affect a transfer or separation on the basis of agreement between the involved employees and the District. If a mutual agreement is unattainable, the Executive Director will determine, based on the best interests of the District, which employee will be offered a transfer or separated from service.

The Executive Director will make the final determination as to whether or not a situation of conflict exists.

**Definition:**

Relative, for the purpose of this Policy, includes parent or step-parent, child or step-child, adopted or foster child, daughter-in-law or son-in-law, grandchild, niece or nephew, sibling or step-sister or step-brother, spouse, domestic partner, mother-in-law or father-in-law, grandparent, aunt or uncle, first cousin, domestic partner's relatives.

**Applicability:**

This policy applies to all employees and Commissioners of the VPD.

