



Nepotism Policy

This policy seeks to establish a framework that can lead to a work environment free of any favoritism or personal partiality that would undermine the Library's intent to respect merit and accomplishment.

It seeks to avoid special treatment or partiality provided to family members¹ of board members and library employees.

Members of the Board and their family members shall be **excluded** from consideration for employment by the Mattituck-Laurel Library; i.e. employees shall **not** hold a position with the Mattituck-Laurel Library while they or their "family members" serve on the library Board.

EMPLOYMENT OF FAMILY MEMBERS

The employment of family members in the same Library Department may cause serious conflicts of interest between work-related and family-related obligations; issues pertaining to favoritism or the appearance of favoritism; and employee morale. In addition to claims of partiality in treatment at work, personal conflicts arising from outside the work environment can be transferred to daily working relationships and adversely affect the workplace.

Family members will **not** be hired within the same Library department, where there is the potential for creating an adverse effect on supervision, safety, security, morale or create potential conflicts of interest.

Family members of persons currently employed by the Mattituck-Laurel Library shall **not** be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One family member would have the authority to interview, appoint, remove, recommend salary increases or promotions, discipline or evaluate the performance of the other;
- One family member would be responsible for supervising the work of the other; or
- Other circumstances exist that place the family members in a situation of actual or a potential conflict of interest.

Family members of Mattituck-Laurel Library employees **may** be considered for employment when filling an open position. Family members of employees of the Mattituck-Laurel Library **may** be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the library. Library employees will not be promoted or transferred into such a reporting relationship.

² **"Family members"** include the following: spouses, parents, children, siblings, in-laws, step relationships or domestic partners (as defined in the NYS Public Health Law).

If the Family member's relationship is established after employment, the individuals concerned shall decide (within 30 calendar days) – in conjunction with the Mattituck-Laurel Library Director – as to whom is to be transferred. In other cases where a conflict or the potential for conflict arises, even if absent a supervisory relationship, the parties may be separated by reassignment.

Adopted 12/2015, Revised 08/14/2023