

**EASTERN MUNICIPAL WATER DISTRICT
HUMAN RESOURCE MANAGEMENT
POLICIES AND PROCEDURES**



SECTION: Employment of Relatives Policy	DATE: June 8, 1987	PREPARED BY: Human Resources
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POLICY

To clarify and establish guidelines regarding the employment of relatives by the District:

1. It is the policy of the District to prohibit the appointment or continued employment of individuals under the direct or indirect supervision of a relative. Relatives are defined as spouse, domestic partner, child, grandchild, mother, father, grandparents, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, nephew, niece, foster child, ward of the court, or any step relations.
2. No relative may be appointed to a student worker position.
3. Relatives should not work under the same immediate supervisor nor in such close proximity that one relative checks or completes work or financial operations performed by another.
4. Violation of policy will result in the removal of a relative so appointed and willful violation may be cause for disciplinary action and loss of pay for any participating employee or supervisor.

AUTHORIZED SIGNATURES ON FILE