

Claverack Free Library

Nepotism Policy

Approved: April 2018

Board members and their immediate family members (as defined below) shall be excluded from consideration for employment by the Claverack Free Library.

Employees shall not hold a position with the Claverack Free Library while they or members of their immediate family (as defined below) serve on the Board of Trustees.

Employees may not hold a job over which a member of their immediate family exercises supervisory authority.

Relatives of persons currently employed by the Claverack Free Library may be hired only if they will not be working directly for or supervising a relative. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned shall decide – along with the Library Director – who is to be transferred. That decision shall be made within 30 calendar days.

Relatives will not be hired if working directly for or supervising a relative where such has the potential for creating an adverse effect on supervision, safety, security, morale or involves potential conflicts of interest without the prior written approval of the Library Director.

Immediate family includes the following: spouses, life partners, parents, children, siblings, in-laws, grandparents and grandchildren, and step relationships. This policy also applies to individuals who are not legally related but who reside with another employee in a familial relationship rather than a roommate relationship.