



## Nepotism (7.7)

### Policy

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#### Policy:

#### **I. POLICY**

Denton County shall not contribute, through employment, promotion, reorganization, demotion or transfer to the creation of any inequity or impropriety among its employees. This policy applies to all departments that report to the Commissioners Court and to those departments in which the officials choose to adopt it. It is the intention of the Denton County Commissioners Court that this policy does not conflict with federal, state and local laws.

#### **II. DEFINITIONS**

- A. *Related* - for the purposes of this policy, the term related refers to individuals that are listed in Section IV of this policy.
- B. *Chain of Supervisory Command* - refers to those employees in the line of supervision and/or management from the Division Head down through the organization.
- C. *Employee* - regular, temporary, full-time, part-time, contract or intern.
- D. *Appointed* - hired, promoted, demoted, transferred, reinstated or assigned. (This does not refer to emergency assignments of less than 30 days duration.)

#### **III. PROCEDURE**

- A. County employee shall not be hired in a manner that would violate laws against nepotism or any local rules that have been passed prohibiting nepotism. Elected Officials/Department Heads or their appointees are prohibited from evading nepotism rules by trading favors in appointing relatives for each other.
- B. Appointment of Employees. Elected Officials/Department Heads or Appointed Officials may not appoint or supervise any person related to them.
- C. No person related to any member of the Commissioners Court shall be appointed to any position in any department that reports to the Commissioners Court.
- D. No person related to any Department Head shall be appointed to any position in the Department Head's department.

- E. In addition, no appointment shall be made that would place any employee in the chain of supervisory command of a relative.
- F. Relatives of Denton County employees will not be hired, promoted, demoted, transferred or reinstated if any such action would violate the provisions stated in III (A-E) of this policy. All Denton County employees who are promoted, demoted, or transfer to another Denton County position, must at the time of such personnel action, disclose the name(s) of any relative(s) serving as officials or employees of Denton County. Nondisclosure may result in disciplinary action.
- G. If a relationship is created by marriage, the two related employees may continue employment as long as it does not conflict with III (A-F) of this policy. If the conditions prohibited by this policy occur, the situation must be corrected within 90 days, or the employee with lesser seniority shall be terminated.
- H. Termination of a marriage by divorce or the death of a spouse terminates relationships by affinity created by that marriage, unless a child of that marriage is a minor, in which case the marriage is treated as continuing to exist until all children of that marriage are at least 18 years of age.
- I. If the County institutes a reorganization which changes division boundaries, an employee who would be supervising a relative, the situation must be corrected within 90 days, or the employee with lesser seniority shall be terminated.
- J. This policy does not apply to appointments made prior to its adoption.

#### **IV. EXHIBIT**

##### **Consanguinity (Blood Relationships and Those Created by Adoption)**

###### 1st Degree

- Mother
- Father
- Brother
- Sister
- Son
- Daughter

###### 2nd Degree

- Grandfather
- Grandmother
- Grandson
- Granddaughter
- Uncle (your mother's or father's brother)
- Aunt (your mother's or father's sister)

- Nephew (your brother's or sister's son)
- Niece (your brother's or sister's daughter)

### 3rd Degree

- great grandson
- great granddaughter
- great grandfather
- great grandmother
- grand nephew
- grand niece
- grand uncle
- grand aunt
- second cousin

## **Affinity (Marriage Relationships)**

### 1st Degree

- Mother-in-law
- Father-in-law
- Brother-in-law
- Sister-in-law
- Son-in-law
- Daughter-in-law
- Stepchild
- Stepparent
- Step sibling
- Spouse

### 2nd Degree

- Grandfather-in-law
- Grandmother-in-law
- Grandson-in-law
- Granddaughter-in-law
- Uncle-in-law (your spouse's uncle or your aunt's husband)
- Aunt-in-law (your spouse's aunt or your uncle's wife)
- Nephew-in-law (your spouse's nephew or your niece's husband)
- Niece-in-law (your spouse's niece or your nephew's wife)
- 1st Cousin-in-law (your spouse's first cousin or your first cousin's husband or wife)

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**Department:**

Human Resources

VII - Employment / Compensation Procedure

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**Authorizations:**

| <b>Name:</b>                      | <b>Revision #:</b> | <b>Approved:</b> |
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| Denton County Commissioners Court | 1.0                | 5/18/1999        |
| Denton County Commissioners Court | 2.0                | 9/23/2003        |