

4.20 NEPOTISM

The Niles-Maine District Library is committed to the hiring and employment of persons based upon merit. To avoid a potential conflict of interest or even the appearance of a potential conflict of interest, it is the policy of the Library that family members or persons living in the same household or dwelling as a *Trustee* of the Niles-Maine District Library Board of Trustees shall not be employed by the Library District.

It is further the policy of the Library District that family members or persons living in the same household or dwelling as a member of the Administrative Staff of the Library District or a Library District employee may be employed by the Library District, but in no case shall a member of the Administrative Staff or a Library District employee be involved in hiring or otherwise approve the hiring of family members or persons living in the same household or dwelling, nor shall an Administrative Staff member or Library District employee supervise another member of his or her family, or person living in the same household or dwelling.

Employees who marry or establish close personal relationships may continue employment as long as it does not result in the above. If the conditions outlined above should occur, attempts may be made to find a suitable position within the Library District to which one of the employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

For the purposes of this policy family member means: parent, child, cousin, aunt, uncle, niece, nephew, any other blood relative, and in-law. Also, for the purposes of this paragraph, Administrative Staff means: Library Director, Managers, and Department Heads.

Adopted by the Niles Public Library District Board of Trustees 9.20.06; Revised 12.14.16