 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 11/12/18	PAGE NUMBER 1 of 3	NUMBER DOC 850.200
	TITLE EMPLOYMENT/VOLUNTEERING OF RELATIVES/ HOUSEHOLD MEMBERS		

REVIEW/REVISION HISTORY:

Effective: 7/1/83 DOC 816.010
Revised: 10/1/85
Revised: 12/1/89
Revised: 1/22/99
Revised: 11/24/03 DOC 850.200
Revised: 11/20/08
Revised: 12/28/09
Reviewed: 10/18/10
Revised: 8/1/12
Revised: 5/19/14
Revised: 11/12/18

SUMMARY OF REVISION/REVIEW:

Policy Statement II., Directive I.A.3. and I.B. - Adjusted language for clarification
I.A.1. - Removed unnecessary language
I.A.4. and II.C. - Added language for clarification


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

10/10/18

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 357-19](#)

POLICY:

- I. The Department is committed to a work environment that promotes fairness and integrity. It is the intent of the Department to avoid the possibility or appearance of preferential treatment for relatives and household members regarding employment, contract employment, volunteer assignments, promotional opportunities, and other rights and benefits of employment.
- II. Relatives of an employee/contract staff/volunteer include parent, child, spouse, state registered domestic partner, sibling, aunt, uncle, cousin, niece, nephew, grandparent, or anyone closely related by blood, marriage, legal adoption, or other legal obligation.
- III. Household members are persons living with an employee, contract staff, or volunteer.
- IV. The Department prohibits supervisors from soliciting or engaging in close personal relationships with subordinates. A close personal relationship is defined as a romantic or sexual association.

DIRECTIVE:

- I. General Provisions
 - A. The appointment and assignment of permanent or non-permanent employees, contract staff, or volunteers will be based on merit and organizational need.
 1. To avoid the potential for favoritism, individuals will not be or request to be employed or assigned in a supervisory-subordinate role with, audit or evaluate the work of, or be in the same chain of command (i.e., hierarchy of employee, including first line and subsequent supervisors, up to and including the Appointing Authority) of relatives or household members.
 2. This policy will be applied at all levels of the Department covering the entire supervisory structure.
 3. Acting or temporary appointments/assignments of relatives/household members that will be less than 30 days are not prohibited by this policy when there is no expectation of decision-making or any other activity that could be seen as exercising favoritism (e.g., hiring and promoting, formal evaluation, documented corrective/disciplinary actions).

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4. In circumstances where acting or temporary appointments of relatives/ household members may regularly occur, a written alternate reporting structure will be established by an Appointing Authority outside the chain of command.

- B. Overtime assignments of relatives/household members made per applicable collective bargaining agreements will be allowed.

II. Conflict of Interest

- A. Employees, contract staff, and volunteers will disclose to their Appointing Authority any existing or potential conflict with this policy.
- B. To correct a conflicting supervisor-subordinate relationship, the responsible Appointing Authority will reassign one of the individuals. When possible, a voluntary reassignment request by one of the parties concerned will be considered.
- C. Exceptions to this policy must be approved by the Secretary prior to any employment decision being made.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None