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| <b>CHAPTER</b><br>Human Resources                      | <b>CHAPTER</b><br>05  | <b>SECTION</b><br>001  | <b>SUBJECT</b><br>160 |
| <b>SECTION</b><br>Personnel                            |   | <b>DESCRIPTION</b><br>Employment of Relatives  |                       |
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**APPLICATION:**

|  |  |   |  |
|--|--|---|--|
| <input checked="" type="checkbox"/> CMH Staff                  | <input type="checkbox"/> Board Members           | <input type="checkbox"/> Provider Network | <input type="checkbox"/> Employment Services Providers |
| <input type="checkbox"/> Employment Services Provider Agencies | <input type="checkbox"/> Independent Contractors | <input type="checkbox"/> Students         | <input type="checkbox"/> Interns                       |
| <input type="checkbox"/> Volunteers                            | <input type="checkbox"/> Persons Served          |   |  |

**POLICY:**

Lapeer County Community Mental Health (LCCMH) will not appoint someone to a department where the immediate supervisor is a relative of the employee at the time of the appointment. This also applies where one of the related employees is not necessarily an immediate supervisor, but is in such a position in the department to review, check, audit, or make recommendations in any reasonable manor on the work or reports submitted by the other employee.

**PROCEDURE:**

- A. Employees who are a relative of persons subsequently promoted or appointed to the position of Chief Executive Officer or immediate supervisor may continue to be employed in the same department. However, special arrangements for alternative supervision of the employee may be made to avoid potential conflicts of interest.
- B. If such a relationship occurs before the employee completes their probationary period, the employee will be transferred to another department or unit of the

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| SECTION<br>Personnel       |               | DESCRIPTION<br>Employment of Relatives |                |

same department or other arrangements will be made where they will not be supervised by a relative.

**DEFINITIONS:**

Relative: any person holding the following relationship to the employee, whether the relationship is natural/biological, adoptive, step or foster in nature.

|              |               |                 |
|--------------|---------------|-----------------|
| Spouse       | First Cousin  | Son-In-Law      |
| Child        | Uncle         | Brother-In-Law  |
| Parent       | Grand Child   | Sister-In-Law   |
| Brother      | Aunt          | Daughter-In-Law |
| Sister       | Niece         | Mother-In-Law   |
| Grandparents | Nephew        | Father-In-Law   |
| Step-Parents | Step-Children |                 |

AM:lr

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This policy supersedes  
06/89018 dated 06/21/1989.  
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