

**PROCEDURE 204-1**  
**REPORTING IMMEDIATE FAMILY RELATIONSHIPS**

**Effective 05-01-2021, Resolution No. 014-21**

Employees who become “immediate family members,” as defined in the Nepotism Policy, must report the relationship to the Department of Human Resources within five business days. The Department of Human Resources and the department/agency/office leader will determine whether the relationship is prohibited and, if so, will work together to find an alternative position for one or both employees. If alternative placement is not appropriate or feasible, the employees will be given an opportunity to resign. If neither resigns, the department/agency/office leader, in consultation with the Department of Human Resources, will determine which, if either, employee to retain.

When a department/agency/office leader is one of the involved family members, the County Manager, in consultation with the Department of Human Resources and Legal Department, will determine if the relationship is prohibited and the appropriate resolution.