

## **PROCEDURE 401-7**

### **PERSONAL RELATIONSHIPS WITH EMPLOYEES**

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

Johnson County Government encourages a supportive and caring workplace where employees can develop friendships with co-workers. The County also expects employees to maintain appropriate conduct with co-workers in the workplace regardless of their relationships inside or outside of the workplace. When personal relationships interfere with the work, create conflict in the workplace, create a safety concern, or create favoritism or the appearance of favoritism, the employees involved may be subject to corrective action.

#### **Relationships with Subordinates**

By virtue of their role, employees in supervisory, management, and leadership positions have a greater ability to impact the work of others. Therefore, they are prohibited from engaging in sexual, romantic, or external business relationships with subordinates and from residing in the same household with their subordinates regardless of whether they are direct reports. For purposes of this policy, all employees of a department/agency/office are subordinates of the department/agency/office leader and the next lower tier of leadership.

#### **Relationships with Co-Workers**

Departments/agencies/offices may implement rules prohibiting personal relationships between co-workers where necessary to further department/agency/office objectives.

#### **Reporting Requirements**

Employees are required to report their involvement in a prohibited relationship to their supervisor, manager, department/agency/office leader or to the Department of Human Resources within five business days. The Department of Human Resources and the department/agency/office will work together to determine the appropriate resolution, which may include an alternative position for one or both employees or voluntary or involuntary separation of one or both employees.