

## **Transfer**

The County is not required to transfer an employee to another position or create a position; however, transfer opportunities may be made available to employees as vacancies occur or as special requests and circumstances warrant. Transfers shall be made only with the consent of the department heads involved and approval of the Administrator. A transferred employee shall be required to serve a three (3) month introductory period in the new position, unless that period is waived by the Administrator.

## **Nepotism**

Employees in the same immediate family will not be employed or continue to be employed with the County if one directly or indirectly supervises another or has responsibility for reviewing the work of the other family member. For purposes of this policy, immediate family includes: spouse, parent, child, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, and sister-in-law. Step-relatives are considered family members under this policy.

If employees become related by marriage and create a situation prohibited by this policy, one of the employees must resign from County employment. If the employees cannot choose which of them will resign, the employee having the lowest budgeted annual compensation will be separated from County employment. A former employee separated from County employment on the ground of nepotism is welcome to apply for any currently vacant County position for which the person is qualified, but not precluded by the nepotism policy.

## **Anti-Fraternization**

The “fraternization” that is prohibited by this policy includes dating, romantic involvement, marriage, sexual relations or close friendships. Anyone employed in a managerial or supervisory role needs to understand that fraternization with an employee who reports to them may be perceived as favoritism, misuse of authority, or potentially, sexual harassment. Thus, fraternization between anyone employed in a managerial or supervisory role and an employee within their chain-of-command will not be permitted. Additionally, fraternization between a managerial or supervisory employee and an employee whose terms and conditions of employment—such as pay raises, promotions, and advancement—are potentially affected by the manager is prohibited.