

Description: NEPOTISM POLICY		Policy Number: 62-3	
	WINNEBAGO COUNTY	Revision Date:	03/09/17
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I. POLICY

It is the County of Winnebago’s intent to recruit, hire, promote, compensate, transfer, reward, and discipline on the basis of individual merit in order to avoid the suggestion of in the making of such decisions.

II. SCOPE

This policy is intended to apply to every employee of Winnebago County.

III. DEFINITIONS AND PROCEDURE

This policy applies to employees who are related as follows:

- Family Member: spouse (including those relationships resulting from a lawful marriage, a civil union and/or other similar legal relationship recognized by applicable law), child, parent, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, as well as in-law and step-relative.
- Members of the Same Household: individuals residing in the same residence as another employee of the County of Winnebago.

Employees who are so related may be employed by the County of Winnebago as long as they are not under the direct supervision of another related employee who has direct control or may influence employment decisions affecting wages, work hours, and other conditions of employment.

Any employee who believes that they have a relationship that results in a violation of this policy must immediately report the circumstances to the employee’s Department Head or to the Director of Human Resources of the County. Failure of any employee in a relationship to report a violation of this policy may result in disciplinary action up to and including termination. Upon notification of an employment relationship that violates this policy, the County of Winnebago will use its best efforts to affect a transfer, wherever possible.

Any person in a relationship, as defined in Section III above, which is with an elected member of the Winnebago County Board, the County Board Chairman, employees of the County Board Office, or employees of the County Human Resources Office shall not be hired for any position in Winnebago County.

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Employees who are in a relationship, as defined in Section III above, which existed prior to the adoption of this policy shall be subject to the terms and conditions of the prior nepotism policy (Ord. No. 88-CO-34 § II(B), 6-23-88).