

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 160
SECTION Personnel		DESCRIPTION Personal Relationships in the Workplace	
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APPLICATION:

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

POLICY:

Lapeer County Community Mental Health (LCCMH) ensures personal relationships between staff do not interfere with agency business, internal processes, or utilize agency resources.

STANDARDS:

- A. LCCMH follows the County of Lapeer Nepotism Policy for prohibition of employment of relatives.
- B. LCCMH does 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.
- C. LCCMH expects staff to maintain professionalism in the workplace with all co-workers. Personal relationships among co-workers do not interfere with work

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performance and not to utilize agency resources (including paid work time, information technology equipment, or supplies) for personal aspects of the relationship.

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 same department or other arrangements will be made where they will not be supervised by a relative.
- C. Violation of this policy is grounds for progressive discipline, up to and including termination.

DEFINITIONS:

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

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|--------------|---------------|-----------------|
| 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

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