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|  |  |  **Blue Ridge Fire District****Policy and Procedure** |  | General Order Number**C307**  |  |
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|  | Subject:**Employment of Relatives** | Effective Date:**March 21, 2015** |  Total Pages:**2** |  |
| Board Approval Date:**March 21, 2015** | Rescinds: |  |
|  | Application:**All District Personnel** | *Signed into effect as authorized by the Board of Directors*John Banning, Fire Chief |  |
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1. **PURPOSE**

To comply with state law and to prevent problems of supervision, safety, security, and moral that could potentially arise from employment of relatives.

1. **SCOPE**

This policy applies to all employees of the District. The policy shall apply only to employees’ regularly assigned position.

1. **POLICY**

Applications for employment from relatives (as defined below) shall be considered with other qualified applications when personnel vacancies occur. However, some restrictions in job placement shall apply to help prevent problems of supervision, safety, security, and moral.

1. **DEFINITION**

Relatives are defined as an employee’s spouse or domestic partner, or anyone within the following relationships, either with the employee or the employee’s spouse: father, mother, stepfather, stepmother, son, daughter, stepson, stepdaughter, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew or first cousin.

1. **GUIDELINES**

 The following guidelines shall apply regarding the employment of relatives:

1. Relatives may not regularly work for the same immediate supervisor.
2. Relatives may not regularly work on the same shift.
3. Relatives may not regularly directly supervise their employed relatives.
4. No official of the District shall appoint or vote for the appointment of a relative, as defined above.

If, during the course of employment, two employees become related, resulting in a conflict to this policy, consideration shall be given to adjusting the work assignments. The Fire Chief shall review each situation based on the following.

1. An individual basis and determine the necessary adjustment to the work assignment of the individuals involved.
2. In compliance with Fire Board By-laws and State Law the Fire Chief cannot be directly related to a member of the Blue Ridge Fire District Board.
3. A spouse of an elected or appointed Board member must immediately resign prior to the Board member being sworn to office.