



Policy Title and Number: Nepotism 10-250

Review Responsibility: Barb Cox, Human Resources Manager

Approved By: Jason McNickle, General Manager

Authorized By: Clallam Transit System Resolution 22:2019 and supersedes all prior resolutions addressing this topic

Effective Date: November 6, 2026

1. PURPOSE

- A. Clallam Transit System (CTS) is committed to a work environment that promotes fairness and integrity. It is the intent of CTS to avoid the possibility or appearance of preferential treatment based on family or personal relationships regarding employment, contracts, and other rights and benefits of employment.
- B. CTS recognizes its employees are often the best advocates for recruiting and advertising its own employment opportunities. CTS further recognizes that recruiting and retaining qualified candidates can be difficult, especially in a rural region.
- C. CTS is committed to providing the greatest opportunity for employment and advancement for its employees while maintaining proper controls and divisions of authority within the organization.

2. POLICY

To avoid the reality or appearance of improper influence or actual conflict of interest, no applicant or employee will be permitted to hold a position of supervisory authority over a relative, household member, or a person they have a close personal relationship with, unless an accommodation is available and authorized by the general manager.

- A. This policy applies to all CTS employees. CTS reserves the right to determine if a conflict exists in accordance with this policy.
- B. CTS will consult this policy when assigning, transferring, reclassifying, or promoting employees.
- C. Acting or temporary appointments or assignments of less than 30 days are exempt from this policy. If a personnel matter arises during the acting or temporary appointment or assignment, the employee in the supervisor capacity will report it immediately to their department manager to address.

3. DEFINITIONS

- A. **Household Members:** Employee household members include any individual residing in the employee's home where a close, personal relationship exists.
- B. **Relatives:** An immediate family member is an employee's or applicant's parent, stepparent, grandparent, child, grandchild, spouse or domestic partner, sibling, aunt, uncle, niece, nephew, or individual closely related by blood, marriage, domestic partnership, or legal adoption. These terms apply equally to in-laws and natural, step, or adoptive family relationships.
- C. **Close Personal Relationship:** A close personal relationship between two CTS employees is one that is intimate in nature. This includes relationships where people are dating, engaged, cohabitating, or consider themselves domestic partners.
- E. **Supervisory Role:** Position with authority to appoint, remove, or discipline the other. The role includes hiring, promoting, corrective actions, or other employment actions that could impact an employee's status.

4. ADMINISTRATION

- A.** Employees are responsible for adhering to the provisions of this policy. Employees will immediately report any relationship, household member, or relative changes that may create a real or potential conflict as described in this policy, to their manager.
- B.** If any two employees become relatives, household members, or develop a close personal relationship and one has or will have supervisory authority over the other this will be considered a conflict under this policy.
- C.** Should a conflict under this policy occur, CTS will determine if an accommodation is available that alleviates an employee's or applicant's supervisory authority over another employee.
- D.** If there is no accommodation available, CTS will attempt to find a suitable position that one of the affected employees may transfer to. If no position exists or is vacant, only one of the employees will be eligible to continue their employment with CTS. The other will be asked to resign from service.
- E.** The employees involved in the unresolved conflict have 30 calendar days from the determination date that the conflict cannot be accommodated to resolve the issue or voluntarily resign.
- F.** After the 30 days' notice, if the parties do not resolve the conflict or submit a written resignation, the general manager will make a determination.

5. ADMINISTRATIVE AND REGULATORY CHANGES

- A.** To facilitate the regular business routine of CTS, the CTS Board authorizes and designates the CTS General Manager to approve and implement subsequent changes to the policy that may be required to be in compliance with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.
- B.** In addition, the board authorizes and designates the general manager to approve and implement subsequent administrative changes to the policy which are deemed appropriate in order to facilitate the regular business routine of CTS, unless these changes are of major significance. The board will be notified of all policy changes.

6. REFERENCES

- A.** *CTS Employee Resource Handbook*
- B.** CTS Code of Ethics Policy