

## **Anti-Nepotism Policy**

For the purposes of this Policy the term “relatives” includes relationships by blood, marriage or law, such as spouse, domestic partner, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, niece, nephew, grandparent and grandchild. “Domestic partner” is anyone legally so recognized by New York State and Suffolk County.

The Library’s intent is to hire the best persons for staff openings. Because we live in a small community with a limited talent pool, the Library will accept and consider applicants who are relatives of employees, the Library Director or a Trustee. Candidates who are relatives will be considered on their skills and merits along with other applicants (if any) in the selection process and will not be favored for hiring or given preferred terms of employment. No applicant will be hired unless such relationship is first disclosed on a form included in the application packet.

Library employees also must disclose such relationships upon being hired, or in the event that a relationship status alters during the course of employment. The Library Director shall use her or his best judgement to minimize times employees would supervise or review their relatives.

Should relationships addressed within this Policy be disclosed by current employees, the information should be immediately reported to the Library Director and the following protocols will be observed:

- a) a determination will be made whether the relationship is subject to the Library’s Anti-Nepotism Policy;
- b) if the relationship is determined to be subject to the Library’s Anti-Nepotism Policy and continuation of the employee on staff is desired, the Library Director will attempt to remediate the conflict or circumstance identified.