

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-007

SUBJECT: Nepotism-Employment of Relative

EFFECTIVE DATE: June 1988

Policy:

Cottonwood, Inc. will not refuse to employ a relative of an employee, provided the individual possesses the usual qualifications for employment. However, those persons will not be given work assignments which require one to direct, review, or process the work of the other. This policy also applies to temporary workers.

Procedures:

1. If one employee marries another, both may retain their position if they are not under the direct or indirect supervision of each other. If they are supervised by the other, then they may be transferred to the supervision of someone else (as determined by the department director or CEO).
2. Relatives are subject to transfer to a different work area/assignment or program, if a conflict arises.
3. As of April 2016 closely involved family members of individuals who receive services from Cottonwood, Inc. are not eligible for employment at Cottonwood, Inc. due to potential conflict of interest. Exemptions may be made if the only service received is TCM.
4. No relatives of an employee will be allowed to work in the Human Resources department or in a position where there would be exposure to employee personnel or private information.