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## Nepotism Policy

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**PURPOSE:**

To clearly define the Kutztown Community Library's position regarding the standards for close relatives working for the Library.

**POLICY:**

To minimize possible charges of favoritism and improper management, no person shall be hired by the Library in a position where the person will supervise or be supervised by a member of the person's immediate family, or somebody with whom they have established a romantic relationship. This prohibition applies to supervision at any level, whether immediate or through subordinate supervisors, and applies to any situation where control or direction of the relative's work covered causes a conflict of interest. Members of the Board of Trustees who have an immediate family member or romantic partner employed by the Library shall not serve on the Personnel Committee of the Board. Immediate family is defined as one's spouse, parent, child, stepchild, sibling, grandparent, grandchild, in-law or legal guardian.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above conditions. If any of the conditions outlined should occur, the Library will attempt to rearrange supervisory responsibilities so as to remove any potential conflict. If such an arrangement cannot be reached, the employees involved will be given the opportunity to resolve the conflict through resignation. If the employees cannot make a decision, the Library will decide at its sole discretion who will remain employed.

If business involving a family member or romantic partner of a member of the Board of Trustees comes before the board, that Board member should not take part in discussions, and should recuse themselves from any decisions made by the Board regarding that family member or romantic partner.

Approved: 3/10/2016

Reviewed: 11/14/2019

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