

	POLICY PROCEDURE GUIDELINES	POLICY NUMBER: 04.20.00.	PAGE NUMBER: 1 of 2
		SUBJECT: Nepotism & Fraternization Policy	Adopted: 02/15/2017 Latest Revision: Next Review:

04.20.00. POLICY STATEMENT

The Forest Preserve District of Cook County (the “District”) has established a policy concerning nepotism and fraternization. It is the policy of the District to prohibit nepotism and fraternization in any employment action involving a supervisor subordinate relationship.

04.20.01. PURPOSE

The purpose for this policy is to provide a working environment that is free from actual or perceived potential conflict of interest with professional responsibilities and/or which create the potential for an adverse impact on District operations, safety, efficiency and morale.

04.20.02. REFERENCES

Cook County Rules & Regulations
 Rule 8: Conduct and Discipline of Personnel

Forest Preserve District of Cook County: Employee Handbook
 Rules of Conduct

The Forest Preserve District of Cook County: Employment Plan

04.20.03. DEFINITIONS

Family Relationship (Nepotism): A relationship resulting from family ancestry or marriage. For purpose of this policy, this includes: spouse; parent (including foster, step, and in-law); children (including adoptive, foster, or step); brother or sister; first cousin; grandparent or grandchild; aunt or uncle; niece or nephew; or any other relative living in the same household as the employee or another individual related by blood, marriage, or quasi-marriage in the same household as a Departmental employee. Relative includes a significant other or domestic partner.

Personal Relationship (Fraternization): For purpose of this policy, personal relationship is a relationship involving employees who are dating, engaged in a romantic and/or sexual relationship or cohabitating.

Supervisor: A supervisor shall be defined as an employee who has the authority and ability to influence employment actions such as hiring, firing, disciplining, promoting, demoting, reclassifying, evaluating, transferring, scheduling and/or delegating (collectively “Manage”) another employee who is at a lower grade level.

Subordinate: Shall mean any person who reports to and/or is Managed by the Supervisor.

Employee: Shall mean any person employed by the District in any capacity.

04.20.04. SCOPE

All District employees are to comply with this policy. Employees who violate this policy may be subject to discipline, up to and including termination of employment.

04.20.05. **RESPONSIBILITY**

Department of Human Resources: The Department of Human Resources shall Manage the implementation of this policy, in consultation with the Legal Department and Director of Compliance.

District Supervisors: District supervisors shall be familiar with and comply with the contents of this policy.

District Employees: District employees are required to comply with this policy.

04.20.06. **PROCEDURE**

A. Hiring, Promotion & Special Assignments: Employees that are related to, or involved in a Personal Relationship, or a Family Relationship, with a candidate for hiring, selection, promotion or special assignments shall not be involved in the selection process.

B. Supervision: A Supervisor shall not engage in, be involved in, or maintain a Personal Relationship or Family Relationship with another employee who they Manage. Supervisors who become engaged in a Personal Relationship and/or Family Relationship must communicate this fact to **(a)** the Supervisor's Department Head, **(b)** the Director of the Department of Human Resources and **(c)** the Director of Compliance. The Department Head and the Director of Human Resources will confer to evaluate and determine an appropriate resolution in compliance with this policy. Personal Relationships between District employees where there is no supervisory affiliation are not prohibited.

C. Duty to Report:

1. Any employee who is involved in a Personal Relationship and/or Family Relationship with **(1)** his/her supervisor, or **(2)** an employee that he/she Manages, must report such relationship to **(a)** his/her Department Head, **(b)** the Department of Human Resources, **and (c)** the Director of Compliance.
2. Allegations of harassing behavior and/or favoritism **must immediately be reported** to the Department of Human Resources and/or the Director of Compliance.

D. Retaliation: Retaliation against a District employee who, in good faith, reports a violation of this policy is subject to appropriate discipline.

04.20.07. **TRAINING REQUIREMENTS**

1. N/A

04.20.08. **ACTION PLAN TO COMMUNICATE/DISSEMINATE**

1. This Policy shall be distributed to all District employees.
2. This Policy shall be posted on the District website, Shared Drive, and intranet.

If you have questions, comments, or suggestions concerning this District policy, please contact:

Forest Preserve District of Cook County
The Human Resources Department
Phone: (708) 771-1562
Email: FPD.HumanResources@cookcountyil.gov