

NYACK LIBRARY ANTI-NEPOTISM POLICY

Any employee of Nyack Library who has, or acquires, a familial relationship with another employee, shall not have any direct or indirect administrative or operational authority over the other person. Relevant familial relationships are spouse, parent, sibling, child, grandparent, in-law, domestic partner, uncle, aunt, nephew, niece, or any person residing in the employee's home.

This prohibition means not only that a person cannot supervise a family member, but also that a family member cannot be in that person's reporting line, be in a position where the family member has the authority to make decisions independent of a supervisor or engage in the disbursement of money to the family member in question.

No Library employee shall participate in interviewing or in any final decisions or recommendations relating to the hiring, promotion, retention, termination, or other condition of employment of a family member or relative.

Employees are required to notify the Human Resources Administrator or the Library Director of (a) any existing familial relationships; (b) any familial relationships that are created among two employees; and (c) the potential employment by Nyack Library of a family member.

The provisions of this policy shall apply to all employment in the Library including the appointments, promotions, or transfers made on or after the effective date of this policy.

In instances when it is proposed that family members or relatives be employed, the Library Director will ensure that this Anti-Nepotism Policy has not been violated. Approval will be documented via written memorandum to be included in the personnel files of involved employees.

**Approved by Nyack Library Board of Trustees
September 18, 2023**