

# ***Warren-Newport Public Library District*** **Staff Manual**

## ***105 Personal Relationships in the Workplace***

Effective Date: 07/12/2006

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The Warren-Newport Public Library District (WNPLD) believes that the most effective and productive work environment is one in which employees maintain clear boundaries between their personal relationships and their work relationships. While this policy does not seek to prevent relationships from forming, it does establish boundaries for such relationships in the workplace.

For purposes of this policy, personal relationships include persons who are relatives as well as those with whom an employee has a dating relationship. A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

WNPLD will not hire or consider for employment any person having a personal relationship with the Executive Director or a Trustee. This applies to staffing, contracted services, auditing, and other situations which might represent or appear to represent a conflict of interest. If an individual who has a personal relationship with a current WNPLD employee is elected to the Board of Trustees, the employee may remain on staff.

WNPLD does not prohibit hiring individuals who have personal relationships with current employees other than the Executive Director. Neither favoritism nor discrimination will be shown to such applicants. All candidates will be considered for employment or promotion on the basis of their qualifications and experience only; offers of employment or promotion will be made only after consideration of the merits of all applicants.

No employee may supervise or be supervised by someone with whom he or she has a personal relationship. If two employees, one of whom supervises the other, establish a personal relationship, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given sixty (60) days to decide which of them will transfer to another position, if another position is available, or will resign. If management is not advised in writing of that decision within sixty (60) calendar days, management will decide which of them will be transferred or terminated.

WNPLD also reserves the right to take prompt action whenever employees who are involved in a personal relationship occupy positions at any level (higher or lower) in the same line of authority that may affect or appear to affect employment decisions. If there is no line of authority or reporting involved but a conflict of interest or the potential for a conflict of interest arises because of the personal relationship between employees, WNPLD may reassign or terminate either or both of the employees.