



TACOMA HOUSING AUTHORITY

Policy No.	HR-01.10
Policy	Employment of Relatives
Date	July 16, 2009

1. Purpose

THA's policy is to hire the best available people and to make decisions about them and their employment based upon considerations related to their qualifications and their job performance. Decisions based upon family relationships can defeat this goal and give the appearance of corruption and misuse of public resources. Accordingly, THA seeks to preclude decisions based upon family relationships by avoiding those relationships in the workplace or by separating related people so they do not have hiring or supervisory authority over each other.

2. Sources for Policy

[No entry.]

3. Scope of Policy

This policy applies to all THA staff.

4. Who is Responsible for Implementing the Policy

WHO	RESPONSIBILITY
<i>All Staff</i>	To monitor and implement this policy by fully reporting to the hiring supervisor or Human Resources Director when they have a relationship with other THA staff or job applicant that this policy governs
<i>Human Resources Department</i>	To have primary responsibility for monitoring and enforcing this policy.

5. Definitions

<i>"Immediate Family"</i>	<ul style="list-style-type: none"> (a) spouse (b) domestic partner (c) child, step-child or foster child (d) sister, brother, sister-in-law, brother-in-law (e) parent or foster parent (f) mother-in-law or father-in-law (g) grandparent (h) grandchild (i) aunt or uncle (j) niece or nephew (k) relatives of the staff person's domestic partner to the same extent that such relatives would be included in this list if the employee and the partner were married
<i>"Related"</i>	Anyone in the Immediate Family, plus any of the following: <ul style="list-style-type: none"> (a) cousins

	(b) former spouse (c) former domestic partner
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6. Forms Associates with this Policy

[No entry]

7. Policy

- 7.1 THA shall not employ more than one member of the same Immediate Family or anyone who is related to a THA Board Commissioner unless the Executive Director approves such employment.

- 7.2 Members of the same Immediate Family shall not occupy job positions in which one member exercises supervisory authority over the other. If two employees, after the beginning of their employment, become members of the same Immediate Family and occupy positions that gives one of them supervisory authority over the other, THA will resolve the matter by transferring, reassigning, or laying off one of them in a way that is consistent with THA’s business needs.

- 7.3 Staff shall not participate in any personnel decisions concerning a person to whom he or she is related. “Personnel decisions” include hiring, probation, performance evaluation, discipline, lay-offs or termination.