

Brown Township Board of Trustees

NEPOTISM POLICY

A. PURPOSE

This Policy sets forth and establishes the Township's Policy on employing Family Members of Township Officials and Employees.

B. SCOPE

This Policy applies to all Township Officials and Employees.

C. DEFINITIONS

1. **Employee.** Employee means an employee, board member, or Official of the Township.
2. **Employer.** Employer means the highest ranking Official or Employee of the Township.
3. **Family Member.** Family Member includes, but is not limited to: a) grandparents and step-grandparents; b) parents and step-parents; c) spouse; d) children and step-children, whether dependent or not; e) grandchildren and step-grandchildren; f) siblings, step-siblings, and half-siblings; g) brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, and mother-in-law; h) a legal guardian or other person who stands in the place of a parent to the Official or Employee or i) any person related by blood or marriage to the Employee or Official and residing in the same household. (OEC Adv. Ops. 80-001).
4. **Township.** Township means Brown Township.
5. **Official.** Official has the same meaning as "public official" as defined in R.C. §2921.01(A) and includes all Township Employees, private or public.
6. **Policy.** Policy means this Nepotism Policy.

D. POLICY

The Ohio Ethics Law and related statutes prohibit an Official from 1) authorizing the employment of a Family Member, 2) using the authority or influence of his/her public position to secure authorization of employment of a Family Member, and/or 3) using his/her influence with other public officials or employees to persuade them to hire a Family Member. (R.C. §§ 2129.42(A)(1) and 102.03(D) and (E)). The Township adheres to the Ohio Ethics Law and Township Officials and Employees are bound by such law and this Policy. Any violation of Ohio Ethics Law may result in criminal prosecution. In addition, any violation of Ohio Ethics Law and/or this Policy may result in discipline, up to and including termination.

E. HIRING

The Township may receive employment applications from Family Members of current Township Officials and Employees. However, the following four (4) situations prohibit the Township from considering or hiring a Family Member of a current employee:

1. If an Official or Employee would have appointing, supervisory, disciplinary, evaluation, removal, or similar authority over his/her Family Member or vice versa.
2. If an Official or Employee would audit the work of his/her Family Member or vice versa.
3. If a conflict of interest or reasonably foreseeable conflict of interest exists between the Official or Employee and his/her Family Member or the Family Member and the Township.
4. If the hiring of an Official's or Employee's Family Member could result in a conflict of interest or reasonably foreseeable conflict of interest.

F. EMPLOYMENT

An Official or Employee shall not work in a position where his/her Family Member is his/her supervisor or is within his/her chain of command or vice versa or where an Official or Employee has appointing, supervisory, disciplinary, evaluation, removal, or similar authority over his/her Family Member or vice versa. If such a situation is created or occurs through promotion, transfer, marriage, or otherwise the affected Officials or Employees shall immediately, but no later than ten (10) days after the situation occurs or first becomes known, inform their respective supervisors and/or the Employer of the situation. As a result of the situation, one (1) of the affected Officials or Employees must be transferred or an accommodation acceptable to the Township must be established so that such situation is completely eliminated and no Family Member of the Official or Employee is either his/her supervisor or is within his/her chain of command or vice versa or so that no Official or Employee has appointing, supervisory, disciplinary, evaluation, removal, or similar authority over his/her Family Member or vice versa. Termination of employment will be a last resort. If two (2) Officials or Employees marry, they will be subject to the same rules listed above for other Family Members.

G. ADOPTION


This Policy is hereby formally adopted by the Township Board. This Policy shall be in full force and effect from the date appearing below and shall continue until amended and/or terminated.

Township Board

Board Member



Board Member



Board Member

Date

11-14-2023