

**ADMINISTRATIVE ORDER**  
**OF THE**  
**JEFFERSON COUNTY COMMISSION**  
**08- 3**

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

**PURPOSE**

To establish a policy and procedure for the Jefferson County Commission to prevent nepotism in the workplace which is deemed to be detrimental to the good order and efficient operation of government and at the same time ensuring that qualified persons have an equal opportunity to obtain and serve in merit system and non-merit system positions alike by establishing anti-nepotism provisions that apply County-wide.

APPROVED BY THE  
JEFFERSON COUNTY COMMISSION  
DATE: 3-25-08  
MINUTE BOOK: 155  
PAGE(S): 431-432

# JEFFERSON COUNTY COMMISSION

## ANTI-NEPOTISM POLICY

**WHEREAS**, employment selection, evaluation, promotion and compensation of County personnel should be based solely upon an individual's merit, and

**WHEREAS**, favoritism based on personal or family relationships between employees conflicts with the principle of employment based on merit, and

**WHEREAS**, Jefferson County is an Equal Opportunity Employer and wishes to avoid such favoritism and can do so most effectively by establishment of general restrictions against the occurrences of personal or family relationships in the workplace; and

**WHEREAS**, a general policy concerning the employment of related persons, applicable to all personnel practices within Jefferson County is necessary and desirable;

**NOW THEREFORE**, the Jefferson County Commission herewith adopts the following Anti-Nepotism Policy concerning the concurrent employment of related persons:

### **A. Basic Principles**

County employees and applicants are evaluated on the basis of individual merit, without consideration of race, color, age, disability, sex, religion, national origin, or any other factors unrelated to qualifications and performance, the following restrictions are initiated to avoid the possibility of favoritism based on personal or family relationships and shall be adhered to by all County personnel.

1. Related persons shall not serve concurrently within the same department in any case where one related person holds a position having responsibility for the direct supervision of the other related person.
2. With regard to proposed employment decisions which would result in concurrent employment of related persons within the same department (or other comparable capacity), a person related to an incumbent employee may not be selected if qualifications of other prospective employees for the available position demonstrably exceeds those of the related person.
3. With respect to the concurrent employment of related persons within the same department (or other comparable capacity), neither related person shall be allowed to participate in the evaluation of the other related person.

**B. Definition of “Related Persons”**

The following relationships are sufficiently immediate to implore restrictions against concurrent service of related persons:

1. Parent and Child
2. Brothers and sisters
3. Grandparent and grandchild
4. Aunt/Uncle and niece/nephew
5. First cousins
6. Stepparent and stepchild
7. Stepbrother and stepsisters
8. Husband and wife
9. Parents-in-law and children-in-law
10. Brothers-in-law and sisters-in-law
11. Guardian and ward
12. Any of the above relationships created by adoption
13. Persons involved in amatory relationships, meaning relationships without the benefit of marriage; two persons engaged in a sexual union or romantic courtship.

**C. Newly Formed Relationships**

In the event a relationship is created during an individual’s employment that violates this policy, one of the persons affected must accept a compatible transfer, if one is available, or be terminated.

**D. Policy Intent**

This policy is not intended to preclude relatives from obtaining employment at Jefferson County Commission, but rather to *avoid* favoritism by influencing actions such as, but not limited to, hiring, supervision, promotion and/or evaluation of prospective and existing relatives employed by the County.

Examples of various prohibited actions set forth herein are not all actions that could result in a violation of this policy and are simply itemized for clarity and should not be construed as an all inclusive list. Any questions or comments regarding the policy should be addressed to:

Affirmative Action Officer  
Human Resources Department  
Room A610  
716 Richard Arrington, Jr. Blvd. N.  
Birmingham, AL 35203

E. **Effective Date**

The provisions of this policy shall be applicable prospectively only, to appointments made after the adoption date of this policy.