



**DEPARTMENT OF CORRECTIONS  
Human Resources**



<b>Title:</b>	<b>Family Relationships</b>	<b>DOC Policy: 20.5.14</b>
<b>Supersedes:</b>	<b>N/A</b>	
<b>Applicability:</b>	<b>All employees</b>	
<b>Directives Cross-Reference:</b>	<b>ORS 659.340(3)(b)</b>	
<b>Attachments:</b>	<b>Form – Report of Family Relationships (CD1791)</b>	

**I. PURPOSE**

To ensure that selection for employment, promotion, salary advancement, job assignments and performance evaluation will be based on merit, rather than family relationships.

**II. DEFINITIONS**

- A. Family member is defined in ORS 659.340(3)(b) to mean an employee's wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, or domestic partner covered under the employee's PEBB benefit plan.
- B. Position of authority is the exercise of supervisory, appointment, or grievance adjustment authority over another employee.

**II. POLICY**

It is unlawful to refuse to employ or to otherwise discriminate solely because of family relationships, except where one family member would be in a position of authority over another family member.

- A. At the time of employment, and as needed thereafter, employees shall report to their supervisor any family members known to be employed by the Department (see attached form CD1791). Supervisors shall notify the functional unit manager of any family relationships which exist within the functional unit. The form shall be retained in the employee's official personnel file.
- B. Should a situation occur which would place one family member in a position of authority over another, as described in Definitions A. above, the functional unit manager shall develop a plan of action to remove the influence.
- C. The plan of action shall be submitted to the appropriate Assistant Director for approval.

- D. A copy of the approved plan will be placed in the personnel file of each affected employee.

#### **IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.