

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Employment of Close Relatives  
**POLICY NUMBER:** 3230

**3230.1** Dixon Public Library District policy is to seek the best possible candidates for consideration for employment. There will be no bar to appointment of close relatives in any staff category so long as the following standard is met:

**3230.1.1** For the purpose of this policy, “close relative” is defined as spouse, parent, sibling, child, stepchild, in-law, aunt, uncle or grandparent, domestic partners and their children.

**3230.1.2** No employee will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

**3230.2** When an individual who is a close relative of an employee is considered for appointment, notice of this fact is required at all appointing levels.

Adopted 02/27/2006