

NEPOTISM POLICY

DEFINITIONS:

Nepotism is generally defined as the practice of a person using personal influence or power to aid or hinder another in an employment setting in securing employment, promotion or other benefits because of a personal relationship. Personal relationships include, but are not limited to, those by virtue of blood, marriage, adoption, or cohabitation.

POLICY/PROCEDURE:

This policy applies to all categories of the Church employees and any volunteer in a position of influence over employees.

The Church employees and volunteers associated by blood, marriage, adoption or cohabitation shall not:

- 1) Work in a small unit in close association with one another;
- 2) Work for the same supervisor;
- 3) Have a direct or indirect supervisor/subordinate relationship;
- 4) Work or volunteer in a position having personal influence or power to aid or hinder an employee.

Pastors and managers should be aware of potentially sensitive situations involving personal relationships within their area of responsibility. However, Pastors and managers may reasonably regulate the work situation of individuals in relationships outlined above for bona fide church operations reasons of supervision, safety, security, and/or morale.

When situations arise that have, or could be perceived as having, adverse impact on the efforts of the Church or the employees, the safety and morale of the employees, or the fair and impartial supervision and evaluation of employees, the issue of nepotism should be taken to and reviewed with the _____ or Senior Pastor. Resolution may be accomplished by the reassignment of one of the two affected employees. Exceptions to this policy require the effected Department Head to prepare and submit to the Senior Pastor for approval a written proposed justification based upon merit and/or recruitment difficulty and approved by Senior Pastor.

To avoid the appearance of non-compliance with this Nepotism policy, the Code of Conduct policy and the Conflict on Interest Policy employees and volunteers associated by blood, marriage, adoption or cohabitation shall not discuss topics that might give the appearance of violation of any of these three policies.

These samples are provided as input to assist you in developing procedures, but are not a substitute for considering the risks at your church and establishing your own policies and procedures to reduce those risks to acceptable levels. Transformation Ministries provides these as a convenience for its churches but directly states to you, the user that Transformation Ministries is not providing these to you as legal advice or even a substitute for legal advice. Use of these samples is at your own risk. Laws change and best practices change, sometimes rapidly. It is your church's responsibility to stay abreast of changes in laws and best practices. It is recommended you always consult with your attorney and/or CPAs part of the process of developing your policies and procedures.