

Operational Policy

Policy title:	Nepotism		
Policy number:	DHS OHA 060-020		
Original date:	03/27/2002 (DHS only)	Last update:	05/06/2019
Approved:	Kris Kautz, Deputy Director, OHA Don Erickson, Chief Administrative Officer, DHS		

Purpose

Department of Human Services and Oregon Health Authority employees are public officials who have the privilege and honor of serving the citizens of Oregon. DHS|OHA are committed to upholding the public trust by preventing favoritism that impedes a fair hiring process and talent retention; interferes with recruitment; and impacts employee engagement.

Description

This policy prohibits decisions or treatment of an individual based on relationships or anything other than the individual's qualifications for a position and the individual's ability and performance without bias or favoritism.

Applicability

This policy applies to all DHS and OHA staff including employees, volunteers, board and commission members, trainees and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. The relationships that constitute nepotism are defined by ORS 244.020(16) and in this policy are included in "family or household member, or other individual".
2. DHS|OHA shall undertake actions that result in hiring, promoting, evaluating performance, determining compensation, and disciplining and terminating employees based on the qualifications for the position and an individual's ability and performance.
3. DHS|OHA staff shall not participate in any personnel action or activity taken by the agency concerning or involving the employment of a relative, a member of the employee's household, or other individual.
4. No DHS|OHA manager or supervisor shall employ by appointment, promotion, or transfer, a family or household member, or other individual over whom the manager or supervisor exercises authority.

5. Team leads, and lead workers, shall not influence the work schedule or give input into the performance evaluation of a family or household member, or other individual.
6. Employment of a family or household member, or other individual is allowed when at least two organizational levels of supervision separate the supervisor and the family or household member, or other individual.
7. Every employee shall identify to the agency's HR office any potential or existing personal relationship which could result in the appearance of favoritism using the Conflict of Interest process.
8. The agency human resource director or designee may make exceptions based on position related factors or recruiting conditions. Exceptions shall be approved in advance of the hire.

References

[ORS 244.020](#)

[ORS 244.177](#)

[ORS 244.179](#)

ORS 244.040 (16)

[ORS 659A](#)

[Guide for Public Officials](#)

Forms referenced

Conflict of Interest Form

Related policies

Conflict of Interest Policy and Process

Contact

Lauri Stewart

Shared Services Human Resources

503-884-8797

Lauri.k.stewart@state.or.us

Policy history

Version 1 (DHS only) 03/27/2002

Version 1 DHS|OHA 06/04/2018

Version 2 DHS|OHA 06/03/2019

Keywords

Brother, child, compensation, conflict, discipline, family, father, evaluation, favoritism, hire, hiring, household member, lead, married, marry, mother, nepotism, parent, relationship, promote, promoting, promotion, recruitment, significant other, sister, spouse, supervise, supervisor, terminate, terminating

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