

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 5: Human Resource Management

POLICY: 5.023

SUBJECT: Nepotism

POINT

PERSON: BILLY MARTIN

APPROVED: GREG ROBERTS
SUPERINTENDENT



DATE: OCTOBER 28, 2011

I. POLICY

Oregon State Hospital has adopted DHS Policy DHS-060-020, Nepotism. (See Attachment)

Replaces Oregon State Hospital Policy and Procedure 5.023, *Nepotism*, dated 10/1/2008.



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Administrative Services

Policy Title:	Nepotism				
Policy Number:	DHS-060-020	Version:	1.0	Effective Date:	03/27/2002

Approved By: *DHS Chief Administrative Officer* Approved Date: *03/27/2002*

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Purpose:

Describes When Family Member May and May Not Be Hired at DHS

Policy:

DHS will make appointments, transfers, and promotions to positions based on job related qualifications.

Discrimination in favor of candidates who are family members is prohibited.

No DHS manager, or supervisor, shall employ, by appointment, promotion, or transfer, a family member over whom she/he exercises authority. No team lead, or lead worker shall influence the work schedule or give input into the performance evaluation of a family member.

Employment of a family member is allowed when at least two organizational levels of supervision separate the supervisor and the family member.

Example: The Director of Human Resources could have a family member employed as an investigator in the Criminal Records Unit because the investigator reports to the Criminal Records Supervisor who reports to the HR Assistant Administrator who then reports to the Director and more than 2 levels of supervision separate them.

The Appointing Authority may make exceptions based on job related factors or recruiting conditions. Exceptions must be approved in advance of hire.

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Procedure(s):

- None

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Form(s):

- None

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Reference(s):

- None

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Definition(s):

- See Common Terms for DHS Office of Human Resources policies
- See Common Terms for department-wide support services policies

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Policy History:

- **Version 1.0:**
 - 03/27/2002 - Initial Release

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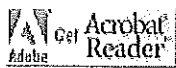
If you have comments about this site send email to dhs.policyinfo@state.or.us.



State govt portal



State search engine



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