

NORTH CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD

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WDB Policy #: 1.40

Effective Date: 9/14/2016

Revision Date: 3/14/2018, 6/13/2018

SUBJECT Nepotism

PURPOSE

To the extent permitted or not prohibited by law, the North Central Arkansas Workforce Development Board (NCAWDB) shall not engage in the practice of nepotism. No member of the family of a NCAWD board member may be employed as a staff member of NCAWDB.

For the purposes of this policy, the term “relative” shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee’s: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step parent, stepchild, aunt, uncle, nephew, niece, grandparent, grandchild or first cousin. The term also includes domestic partners (a person with whom the employee’s life is interdependent and who shares a common residence) and, a daughter or son of an employee’s domestic partner.

It is the goal of the NCAWDB to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. The NCAWDB may allow existing personal relationships to be maintained or employee individuals with personal relationships to current employees under the following circumstances:

- Individuals may not work under the supervision of the same manager.
- They may not create a supervisor/subordinate relationship with a family member.
- They may not supervise or evaluate a family member.
- The relationship will not create an adverse impact on work productivity or performance.
- The relationship may not create an actual or perceived conflict-of-interest.
- They may not audit or review in any manner the individual’s work.
- They may not be employed if a member of the employee’s immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on the NCAWDB or any committee or council who has authority to review or order personnel actions or wage and salary adjustments which could affect his/her job.

Approved by the NCAWDB on June 13, 2018

NCAWDB Chair Signature: Samuel Williams