

## Administrative Policy No. 18.17

<b>Title:</b>	Employment of Relatives or Household Members
<b>Applies To:</b>	All Department of Social and Health Services Employees
<b>Authorizing Source:</b>	<a href="#">Chapter 42.52 RCW</a> <a href="#">Chapter 357-40 WAC</a>
<b>Information Contact:</b>	DSHS Human Resources
<b>Effective Date</b>	July 1, 2005
<b>Revised:</b>	August 9, 2018
<b>Approved By:</b>	<b>Original Signed by Wendy Long</b> Senior Director, Human Resource Division

### Purpose:

To identify the requirements regarding supervisory/subordinate relationships between Department of Social and Health Services (DSHS) supervisors and managers and their relatives or household members.

### Scope:

This policy applies to all employees of DSHS.

### Definitions:

**Relative:** For purposes of this policy, a relative of a DSHS employee is:

1. A parent, grandparent, spouse, sister, sister-in-law, brother, brother-in-law, child, stepparent, parent-in-law, stepchild, grandchild, foster child, legal ward, registered domestic partner.
2. Any other family member who has established residence within the same domicile as the employee.

**Household member:** A person residing in the same home as a DSHS employee in which the relationship involves reciprocal and natural and/or moral duties, and mutual support. This does not include sharing the same domicile when the living style is primarily that of a dormitory or commune.

**Supervisor/subordinate relationship:** A reporting relationship between a DSHS employee and his or her first-line supervisor, second-line supervisor, or immediate appointing authority.

**Policy:**

- A. An employee must disclose to his or her appointing authority the existence of a current or potential conflict with this policy.
- B. DSHS managers must assign staff in a way that avoids placing relatives or household members in a supervisor/subordinate employment role.
- C. When an employee is in a supervisor/subordinate relationship with a relative or household member, the appointing authority must initiate a transfer or reassignment for one of the affected employees within DSHS as soon as possible. An employee's request for voluntary transfer will be considered and, when possible, honored.
- D. Any exception to this policy must be approved, in writing, by the Human Resources, Senior Director.
- E. Violating this policy may result in disciplinary action in accordance with [Chapter 357-40 WAC](#) and the provisions of any applicable Collective Bargaining Agreement.