Administrative Policy No. 18.17

Title: Employment of Relatives or Household Members

Applies To: All Department of Social and Health Services Employees

Authorizing Source: Chapter 42.52 RCW
Chapter 357-40 WAC

Information Contact: DSHS Human Resources

Effective Date: July 1, 2005

Revised: August 9, 2018

Approved By: Original Signed by Wendy Long
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.