

Nepotism Policy

I. Purpose

The Half Hollow Hills Community Library (“Library”) is committed to maintaining a workplace based on fairness, transparency, and merit. This policy is intended to prevent actual or perceived favoritism, ensure effective and unbiased supervision, and preserve public confidence in Library operations, all within the legal confines of the New York State Civil Service Law, and Suffolk County Civil Service Rules.

II. Definitions

For purposes of this policy:

Relative means an individual related to an employee, applicant, or Trustee by:

- blood (parent, child, sibling, grandparent, grandchild);
- marriage (spouse, in-laws, step-relatives);
- adoption;
- domestic partnership; or
- any person residing in the same household in a relationship that could reasonably create an appearance of influence over employment decisions.

Nepotism means favoritism, preferential treatment, or the appearance of such treatment granted to a relative in connection with hiring, assignment, evaluation, promotion, discipline, or other employment decisions.

Supervisory Relationship means any situation in which one employee has authority or influence over another’s hiring, evaluation, scheduling, assignment of duties, discipline, or termination.

III. Employment of Relatives

The Library does not prohibit the employment of relatives. However, to avoid conflicts of interest and maintain merit-based employment practices, the following restrictions apply:

- A) Supervisory Conflicts Prohibited: Relatives may not be placed in a direct or indirect supervisory relationship with one another.
- B) Decision-Making Conflicts Prohibited: Employees and Trustees may not participate in, influence, or attempt to influence any personnel decision involving a relative, including hiring, promotion, assignment, evaluation, discipline, or termination
- C) Operational Conflicts: The Library may restrict the placement of relatives in the same department or workgroup where the relationship creates, or reasonably appears to create, operational concerns or the potential for favoritism.

IV. Disclosure Requirements

Applicants must disclose any relationship to a current Library employee or Trustee at the time of application.

Employees must promptly disclose to the Library Director any relative relationship that may fall under this policy, including marriage, domestic partnership, or household changes.

Trustees must disclose any familial relationship with an applicant or employee and must recuse themselves from all deliberations, discussions, and votes involving that individual (but not the staff, generally — like a Union contract).

All disclosures shall be documented and placed in the applicable personnel or Board records.

V. Corrective Measures

If a supervisory or decision-making conflict is identified after hire, or arises due to changes in personal relationships (e.g., marriage, domestic partnership), the Library Director shall notify the Board of Trustees.

Corrective measures may include: reassignment; modification of reporting relationships; transfer to another department or schedule; or any other action consistent with Civil Service rules and operational needs.

VI. Implementation

The Library Director is responsible for administering, enforcing, and interpreting this policy and for notifying the Board of Trustees of any conflicts that require Board action.

Adopted by Board of Trustees: 12/15/25