* 1. **Hiring of Relatives**

The employment of relatives in the same area of an organization may cause serious conflicts and problems with perceptions of favoritism and erosion of employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Relatives of current employees may not be hired into a salaried or a regular full time hourly-paid position without the written approval of the SRT.

If a relative relationship is established between employees after their employment, it is the responsibility of the individuals involved in the relationship to disclose the relationship to their supervisor(s) and it is the responsibility and obligation of the supervisor(s) of those employees to disclose the existence of the relationship to the Executive Pastor. The individuals involved in the relationship will be given the opportunity to decide who will have their employment status changed. If that decision is not made and communicated to the appropriate supervisor(s) within 30 calendar days of disclosure, the SRT will decide.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or by being terminated from employment.