

Transfer

The County is not required to transfer an employee to another position or create a position; however, transfer opportunities may be made available to employees as vacancies occur or as special requests and circumstances warrant. Transfers shall be made only with the consent of the department heads involved and approval of the Administrator. A transferred employee shall be required to serve a three (3) month introductory period in the new position, unless that period is waived by the Administrator.

Nepotism

Employees in the same immediate family will not be employed or continue to be employed with the County if one directly or indirectly supervises another or has responsibility for reviewing the work of the other family member. For purposes of this policy, immediate family includes: spouse, parent, child, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, and sister-in-law. Step-relatives are considered family members under this policy.

If employees become related by marriage and create a situation prohibited by this policy, one of the employees must resign from County employment. If the employees cannot choose which of them will resign, the employee having the lowest budgeted annual compensation will be separated from County employment. A former employee separated from County employment on the ground of nepotism is welcome to apply for any currently vacant County position for which the person is qualified, but not precluded by the nepotism policy.

Anti-Fraternization

The “fraternization” that is prohibited by this policy includes dating, romantic involvement, marriage, sexual relations or close friendships. Anyone employed in a managerial or supervisory role needs to understand that fraternization with an employee who reports to them may be perceived as favoritism, misuse of authority, or potentially, sexual harassment. Thus, fraternization between anyone employed in a managerial or supervisory role and an employee within their chain-of-command will not be permitted. Additionally, fraternization between a managerial or supervisory employee and an employee whose terms and conditions of employment—such as pay raises, promotions, and advancement—are potentially affected by the manager is prohibited.

Violation of the fraternization policy described in this paragraph will result in the employee of lower rank being administratively separated from County employment.

County employees who are not in managerial or supervisory roles may fraternize outside of the workplace as long as the relationships do not have a negative impact on their work or the work of others. Adverse workplace behavior—or behavior that affects the workplace that arises from fraternization will not be tolerated.

Any relationship between employees that interferes with the County’s teamwork, the harmonious work environment, or the productivity of employees, may result in discipline up to and including termination.

Other Employment

Dual Employment. No county employee shall work dual employment unless the County Administrator specifically finds it necessary for the effective management of the County.

Outside Employment. Outside employment shall in no way conflict with or be detrimental to the employee’s work for the County. Any employee currently engaged in or considering outside employment must immediately report such activity or interest to the department head in writing and may not continue or begin such employment without the consent of the department head and approval of the Administrator. The writing along with the determination of the department head and Administrator shall be placed in the employee’s personnel file. Approved requests shall be subject to periodic review.

Political Activity

No employee shall use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure for any person an appointment or advantage in appointment to a position within the County, or an increase in pay or other advantage in employment in any such position, for the purpose of influencing a vote or political action of any person.

County employees may participate in both partisan and nonpartisan political activities other than County elections. Employees are prohibited from taking part in any political campaign or referenda while on duty. Employees may not directly or indirectly, solicit, receive or be in any manner involved in soliciting, obtaining, or receiving any monetary contribution or assistance,