BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION

SUBMITTED BY: Kathleen Swantek	**DATE SUBMITTED:** 08/07	**SECTION:** Human Resources	
BOARD APPROVED ON: 06/11/08	**DATE REVISED:** 09/16/15, 5/1/2023	**SUBJECT:** Employment of Relatives	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/18/17, 01/16/19, 05/05/21, 5/1/2023, 09/15/2026		**POLICY #:** ED-013	**PAGE #:** 1 of 2

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization that employment of relatives is not prohibited.

Residential and Administration: Employment of any relative of a then current employee, manager or administrator is prohibited when the relatives would work in the same department or would have a direct subordinate/superior relationship. Employment of a relative may affect continued eligibility of an individual director to serve on behalf of the company or to vote on certain matters before the board.

Community Based Supports: Family members may be hired and work within the program. However, relatives, including relatives of people who receive services must have approval by the executive director before working at the same work location(s) in the community.

III. DEFINITIONS

For purpose of the policy “Immediate Family” (relative)refers to the following:

1. husband, wife, domestic partner;
2. daughter, son;
3. mother, father;
4. sister, brother;
5. grandfather, grandmother;
6. aunt, uncle, niece, nephew;
7. 1st cousin;
8. in laws;
9. relatives of individual supported

Work Location: An operational location with employees who share the same functional responsibilities.

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III. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Applicant	1. Indicates on application if a relative is employed with the organization. Applicants who fail to correctly complete the application to reflect relatives employed with BWDH are falsifying the application.
Human Resource Manager	1. Carefully reviews all applications and completes the interview process. Ensures the selected candidate is not placed in a work location with a relative.
Human Resource Manager	2. Interview applicant who applied to a job posting or request a transfer.
Employee	1. Shall inform their program supervisor in writing when employee becomes related (i.e., marriage) to an employee within the same work location.
Program Supervisor	1. Informs the division director in writing of the relationship and provides a transfer recommendation within five (5) working days. Consults with all parties if needed. • Transfer by employee (Voluntary) • Transfer by Management
Division Director	1. Acts on recommendation within five (5) working days. Follows Transfer and Promotion Policy.