

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA106

NAME: EQUAL OPPORTUNITY EMPLOYMENT AND NEPOTISM

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|------------------------|------------|------------------------------|
| INITIAL APPROVAL DATE: | 12/02/2020 | BY: Administrative Committee |
| (LAST) REVISION DATE: | 07/26/2023 | BY: HR Manager |
| (LAST) REVIEW DATE: | 07/27/2023 | BY: Policy Committee |
| DISCONTINUED DATE: | NA | REPLACE BY: NA |

I. PURPOSE

To outline the non-discrimination/equal employment opportunity for potential employees and staff and outline the Agency nepotism policy.

II. APPLICATION

Populations: **ALL**
Programs: **Direct - ALL**
Contracted - ALL

III. STANDARDS

A. EQUAL EMPLOYMENT OPPORTUNITY

Sanilac County Community Mental Health Authority (Sanilac CMH) provides an equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated against in employment because of race, religion, national origin, color, age, height, marital status, gender, transgender, genetic information, disability, or veteran status.

While overall authority for implementing this policy is assigned to the CEO, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employee who feels they are the victims of discrimination have a responsibility to report this fact to Human Resources and/or the CEO.

B. NEPOTISM

Sanilac CMH avoids bringing family relationships into the workplace whenever possible. However, it is possible that more than one family member may work for the Agency. To ensure that clear boundaries remain, staff members will not be permitted to interview or hire a relative. When related persons work for Sanilac CMH, one relative may not supervise another relative. Related persons will not be involved in evaluating each other's job performance or in making recommendations for salary adjustments, promotions, or other budget decisions.

IV. ATTACHMENTS

V. REFERENCES