

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

HIRING OF RELATIVES

POLICY NO.	2.4	EFFECTIVE:	01/02/2024
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- A. The Virginia State and Local Government Conflict of Interests Act provides that members of an officer's or an employee's immediate family may be employed in the employee's division, department or agency only under the following conditions:
 - 1. The employee does not participate in the decision to hire the employee's immediate family member;
 - 2. The employee exercises no control over the employment or the employment activities of his/her immediate family member; or,
 - 3. The employee is not in a position to influence the employment activities of his/her immediate family member.
- B. Based on the above criteria, the County shall not hire an employee's spouse or immediate family member, as defined in Section 1.10 of this policy, in a supervisor-subordinate relationship.
- C. If the relative relationship that violates this policy is established after employment, the two employees involved shall decide who will seek a position change, if a position is available for which that individual qualifies or who is to terminate County employment. If a decision is not made within 30 calendar days, the County Administrator shall make the decision.
- D. Department heads shall ensure that this policy is enforced when making recommendations for employment, promotions, transfers or demotions. Any concerns or questions regarding an applicant's or an employee's eligibility under this policy shall be directed to the County Administrator or his designee.