



Regional Transit Authority

## Nepotism

(HC8)

### POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion and transfer.

### PURPOSE

Individuals will not be hired or promoted into a position that would create a conflict in RTA's policy. If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform management and human capital of the relationship.

### APPLICATION

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives and cousins. This policy applies to all RTA employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date:

\_\_\_\_\_

Date of Last Review:

\_\_\_\_\_



*Regional Transit Authority*

## **1.0 GENERAL**

### **Employment will be denied under the following circumstances:**

- Where one family member would have the authority or practical power to hire, supervise, appoint, remove, or discipline another;
- Where one family member would be responsible for auditing the work of another;
- Where other circumstances exist which would place family members in a situation of actual or reasonably foreseeable conflict between the employer's interest and their own. Applicants who are denied employment to a particular position for one of the foregoing reasons will be considered for other vacant positions for which they may be qualified. Failure to advise RTA of the existence of one of these circumstances may result in a withdrawal of an offer of employment or actual discharge from employment. Existing RTA employees who become involved in one of the foregoing circumstances have an obligation to advise Human Capital about the conflict. Every effort will be made to resolve the conflict without loss of employment to either employee; however, RTA reserves the right to transfer one or both employees, to discharge one or both employees or to demote one or both employees to resolve the conflict. Employees who fail to advise RTA of the existence of a family, spousal or dating relationship under one of these circumstances will be subject to discipline, up to and including discharge.

## **2.0 Procedure**

Individuals will not be hired or promoted into a position that would create a conflict in RTA's policy. If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform management and human resources of the relationship. The employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to RTA, such as a transfer or employment outside the company, the employees' supervisors will work with Human Capital (HC) to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

If there is a situation where an action of RTA, such as reduction in force, results in an involuntary circumstance in which two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.



*Regional Transit Authority*

RTA reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, RTA will reassign one of the employees within 60 days.

Any exceptions to this policy must be approved by the Chief Human Resources Officer. Written justification for the exception must be submitted to the Chief Human Resources Officer prior to any employment decisions.

**3.0 FLOWCHART**

N/A

**4.0 REFERENCES**

N/A

**5.0 ATTACHMENTS**

N/A

**6.0 SPONSOR DEPARTMENT**

Human Capital

