

520-0 **Policy**

The employment of near relatives, including domestic partners and those listed in APM - 520-4 (below), in the same department is permitted when such employment has been authorized in accordance with the following subsections. Such concurrent employment may arise under the following circumstances:

- a. Two employees already holding positions in the same department subsequently become near relatives.
- b. Simultaneous appointment of near relatives in the same department is recommended.
- c. Appointment of one who is the near relative of an individual already employed in the same department is recommended.

520-4 **Definition**

A near relative is defined as an appointee's child (including the child of a domestic partner), parent, spouse, domestic partner, or sibling. In-laws or step relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the appointee's spouse, are also so defined. This provision also covers other persons residing in the appointee's household.

520-10 **Standards**

In searching for qualified candidates for a new or vacant position in a department, those persons responsible for recruitment shall not disqualify a candidate by reason of near relationship to an appointee already in the department or by reason of near relationship when simultaneous appointment of near relatives in the same department is recommended. When the recommended appointment involves such near relationship, this fact shall be noted in the recommendation, and an analysis of the possible conflict of interest or other disadvantage in the situation shall be forwarded through normal channels with the recommendation in sufficient time to permit complete review of the case before the proposed effective date.