

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>2 - RECRUITMENT AND PLACEMENT</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>3 - CONFLICT OF INTEREST/NEPOTISM</b>	<b>REVISED: 8/7/13</b>

Employees must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the County. Violations of this policy will result in appropriate discipline.

The County recognizes the right of employees to engage in outside activities that are private in nature and unrelated to County business. However, business dealings that appear to create a conflict between the employee and the County's interests are unlawful under the New Jersey Local Government Ethics Act.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their County duties.

Unless otherwise permitted by the NJ Civil Service Commission rules and regulations, the Board shall not hire an employee who is a member of their immediate family.

Additionally, unless otherwise permitted, an employee will not be permitted to work in a position where his/her supervisor is a relative or where a personal relationship interferes with job performance or morale.

For the purpose of this policy, a relative is defined as a parent, spouse, civil union partner, child, sibling, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, and nephew. It may also include other relationships established by blood, marriage or law.

A personal relationship will include any relationship which does not involve a relative (see above) but which has a similar impact on the work environment.

**Human Resources Director/Designee:**

Assures that no person is hired if the appointment would violate any provisions of the nepotism policy

When a situation is created by promotion, transfer, marriage, civil union or other circumstances, investigates and presents all available options

**Employee:**

May accept or reject an offer in the event that a proposed transfer involves a conflict of interest.