**Title**: **4200 Employment of Relatives**

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|  | **4200 Employment of Relatives**The Diocese of Altoona-Johnstown welcomes the opportunity to hire and retain qualified employees who support its mission of spreading the Gospel through both professional and spiritual attributes. However, it also recognizes potential work conflicts and implications of favoritism that may be associated with the hiring of relatives. The Diocese has established the following policy when addressing related issues and retains the right to handle such situations on a case-by-case basis. For clarification purposes, reference to familial relationship pertains to relations of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson, granddaughter, or any relationships resulting from marriage (in-laws).* **Supervisory Roles**: Employees who have or acquire a familial relationship shall not have any direct or indirect administrative or operational authority over one another. This prohibits not only direct supervision but occupying a position within their chain of command.
* **Peer Authoritative Roles**: Employees who have or acquire a familial relationship shall not be in positions that allow for benefits or disadvantages to one another such as approving/declining reimbursements or signing checks
* **Current Employees**: Employees who marry one another during their employment will be allowed to remain with the Diocese unless they are in one of the previously described roles and there is no open position to which they may be moved.
* **Notification**: Employees are required to notify the Director of Human resources of any existing familial relationships; any future familial relationships (created by marriage); or potential employment by the Diocese or its locations of a family member.
* **Hiring**: The Diocese may decline from hiring an applicant who is in a familial relationship with a current employee addressed within this policy. Internships, temporary, summer employment, etc., will be reviewed by the Director of Human Resources on a case-by-case basis.
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