

<p align="center"><b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b></p>	<p align="center"><b>Transmittal # 14-05</b></p>	<p align="center">Policy # 3.58</p>
<p>Applicability:  {x} All DJJ Staff  { } Administration  { } Community Services  { } Secure Facilities (RYDCs and YDCs)</p>	<p><b>Related Standards &amp; References:</b> None.</p>	
<p>Chapter 3: PERSONNEL</p>	<p>Effective Date: 7/31/14 Scheduled Review Date: 7/31/15</p>	
<p>Subject: EMPLOYMENT OF FAMILY MEMBERS</p>	<p>Replaces: 3/15/12 Division of Training and Personnel Services</p>	
<p>Attachments:  A – Employment of Family Members Acknowledgement and Disclosure Form</p>	<p>APPROVED:    _____ Avery D. Niles, Commissioner</p>	

**I. POLICY:**

The Department of Juvenile Justice shall require all applicants to disclose family members currently employed by the Department. The Department of Juvenile Justice will not employ family members of current Department employees, except as otherwise outlined in this policy. The Commissioner must approve such circumstances. The Commissioner may discontinue this approval at any time.

**II. DEFINITIONS:**

**Family Member:** Spouse, domestic partner, parent, grandparent, child, brother, sister, aunt, uncle, nephew, niece, first cousin, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister.

**III. PROCEDURES:**

- A. Only the Commissioner or his/her designee may authorize the employment of relatives of current Department employees.
1. All applicants for employment must complete an Employment of Family members Acknowledgement and Disclosure Form (Attachment A) before being considered for employment.
  2. The supervisor seeking to employ a relative of a current Department employee will forward the Employment of Relatives Acknowledgement and Disclosure Form through the chain of command of the respective division's Deputy Commissioner or Assistant Deputy Commissioner.
  3. The Deputy Commissioner or respective Assistant Deputy Commissioner will review the Employment of Relatives Acknowledgement and Disclosure Form in collaboration with the Director of Human Resources.

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4. The Deputy Commissioner or respective Assistant Deputy Commissioner will review circumstances on a case-by-case basis.
  5. When there is agreement between the respective division's Deputy Commissioner or Assistant Deputy Commissioner and the Director of Human Resources that special circumstances exist that may warrant approval, a recommendation will be made to the Assistant Commissioner or his/her designee.
- B. Current employees will report to their immediate supervisor, reviewing manager or personnel representative any current or future employment relationship that may violate this policy by completing an Employment of Family members Acknowledgement and Disclosure Form. Failure to report such relationships may result in disciplinary action up to and including termination.
- C. When an employee seeks a promotion or a transfer to another work unit, the employee must complete the Employment of Relatives Acknowledgement and Disclosure Form when applying for the new position. The facility/office/program director must review the Disclosure Form for any violation of this policy prior to the appointment.
- D. General Provisions:
1. The Department will not employ or place relatives in positions that would result in a direct supervisor/subordinate relationship.
  2. In certain circumstances, family members may be employed in indirect supervisor/subordinate relationships when there are at least two levels of management separating the family members, subject to the approval of the Commissioner or his/her designee.
  3. No relative of the Commissioner, Assistant Commissioner, Deputy Commissioners, or Assistant Deputy Commissioners will be employed in the Department.
  4. No relative of a Director of a Youth Development Campus or Regional Youth Detention Center may be employed at that facility.
  5. No relative of Regional Administrators, District Directors, or other supervisory staff may be employed in the same region/district/section under their supervision.
  6. No relative of Central Office supervisory staff may be employed in the same unit.
  7. Relatives will not be employed or placed in circumstances in which fiscal checks or balances are a part of the assigned duties and responsibilities of the positions involved.

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8. Family members will not be placed in a working relationship in which the nature of the responsibilities may contribute to personal or financial gain, fraud, collusion, other abuses of position, or conflict of interest (real or perceived). The employee will be responsible for immediately disclosing potential conflicts or other potential abuse as described above to his/her immediate supervisor.

E. Policy Enforcement:

1. Supervisors, reviewing managers, and work unit directors will ensure that the provisions of this policy are not violated.
2. Current or pre-existing working relationships that would be in violation of this policy may be presented to the Commissioner, through the procedure outlined in Section A. of this policy.
3. Any substantiated policy violation may be resolved by personnel actions including, but not limited to, the transfer, reassignment, or separation of employees found in violation of this policy. The Director of Human Resources will be consulted in any personnel action decisions. Personnel actions taken in accordance with this policy will be thoroughly documented.
4. Violations of this policy may result in disciplinary action up to and including termination.

- F. Employment of Family members Acknowledgement and Disclosure Forms will be filed in the employee's personnel record.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**