

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 2010: Nepotism

2010.10 It is the policy of Carmichael Water District to recruit, hire, and assign all employees on the basis of merit and fitness in accordance with the District's Policy Manual. The employment of an individual who has "personal relationships" with another District employee can cause perceived or actual conflicts of interest that can impact the ability to undertake their job duties on behalf of the District and therefore constitutes "nepotism" under this policy. It is District policy to expressly prohibit nepotism in the workplace because of these actual or perceived conflict of interest that may impact the District's operations and the need for employees to undertake their job duties on behalf of the District.

2010.10.1 For the purpose of this policy, "personal relationships" include but are not limited to, association by blood, adoption, marriage, registered domestic partnership, and/or cohabitation.

2010.10.1.1

2010.20 Any applicants for employment who meet the definition of a "personal relationship" to another District employee pursuant to this policy will be notified of the conflict of interest under this nepotism policy and their application will not be considered any further. If a new "personal relationship" arises in the workplace among current District employees that is in violation of this nepotism policy, the General Manager will review the potential conflict of interest as soon as possible pursuant to this policy and will take appropriate corrective action to enforce the policy, up to and including termination of employment.