Policy # NEW
Employment of Team Members Relatives

Policy Title: Employment of Team Members Relatives
Policy #:
Policy Category: Administrative

Executive Policy Owner: Chief Compliance Officer

Approval EMSA: CEO and Board of Trustees

EFFECTIVE DATE: 01/27/2020	Original Effective Date:
	Last Revision Date:
	Date of Last Legal Review:
Related Policies: Additional Resources:	

Applicable Standards:	
Applicable Statues/Regulations/Law:	

1. PURPOSE

The EMSA desires to give any qualified relative of a current Team Member the opportunity for employment, so long as employment does not, in the opinion of the President/CEO, create actual or potential conflicts of interest.

The purpose of this policy is to establish a procedure as to how Team Members should conduct themselves within the workplace, which includes during working hours and within the working environment.

2. SCOPE

All EMSA Team Members.

3. DEFINITION

Relative is defined as any person related by blood or marriage within the third degree and includes without limitation to spouse, child, step-child, child in law, step child in law, grandchildren, step-grandchild, parent, step-parent, parent-in-law, sibling, step-sibling, sibling-in-law, sibling, grandparent, grandparent-in-law, step-grandparent, aunt, uncle, niece, nephew, domestic partner, or first cousin as well as any corresponding in-law or 'step' relation.

4. POLICY

A. Qualified applicants who are Relatives of current Team Members may be hired subject to the following guidelines:
   a. No Team Member should be supervised within the span of control of a Relative or be transferred into such a reporting or supervisory position.

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b. No Team Member should remove, discipline, or evaluate the performance of a Relative.
c. No Team Member should be in a position that audits, verifies, receives, or is entrusted with monies received or handled by a Relative.
d. No Team Member should occupy a position in the same line of EMSA in which a Team Members can initiate or participate in decisions involving a direct benefit to the Relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests, or other circumstances which would place the Team Member in an actual or reasonably foreseeable conflict of interest.
e. No Team Member should access or make changes to a Relative's wages, benefits, or other employment related information, which includes without limitation the Relative's human resources file, education file, or credentialing file.
f. No Team Member should be regularly scheduled to work on the same shift as his/her Relative or be transferred into such a position; and
g. When an applicant seeks employment with EMSA, the Applicant shall notify Human Resources of any Relative employed with EMSA.

B. In most cases, the EMSA discourages employment of a Relative unless these guidelines are followed. However, if approved by the CEO/President, the Board of Trustees shall have final EMSA.

C. In no case shall any Team Member or dependent have double coverage under EMSA's benefit plans.

D. The fact that a Team Member is a Relative of a member of the EMSA's Board of Trustees does not make such person ineligible for employment or receipt of a compensation, so long as the Relative Trustee abstains from any vote or action by the Board of Trustees in relation to the appointment or promotion of such Relative Team Member or any vote or action in relation to the specific compensation involving said Relative Team Member. However, such prohibition shall not apply where blanket raises are given by the Board of Trustees to all EMSA Team Members similarly situated on an equal basis.

E. Any grievance, claim or complaint asserted against the EMSA or a Team Member of the EMSA, wherein the complainant or aggrieved individual is a Relative of either the President/CEO, a Trustee, Officer, Director, Manager or Supervisor, or where the person to whom the grievance, claim, or complaint is directed is a Relative of the President/CEO, a Trustee, Officer, Director, Manager or Supervisor, such matters should not be acted upon by either the President/CEO, Trustee, Officer, Director, Manager or Supervisor, as the same presents either an actual or perceived conflict of interests.

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F. In situations where a conflict, actual or perceived, arises, even if there is no supervisory relationship involved, the Team Members may be separated by reassignment or terminated from employment at the sole discretion of EMSA.

G. Team Member Relationships:
EMSA strongly believes that a work environment where Team Members maintain clear boundaries between Team Member personal and business interactions is the most effective manner to allow the EMSA to fulfill its duties and responsibilities to the citizens and communities served by the EMSA. Although this policy does not prevent the development of friendships and romantic relationships between EMSA Team Members, it does establish boundaries as to how relationships are conducted during work hours and while within the working environment, which includes any event or activity sponsored by the EMSA.

Any relationship must not interfere or cause an adverse impact to the operation of the EMSA, nor with the image of the EMSA to the public. Team Members who have entered a romantic relationship are strictly prohibited from engaging in physical contact that is inappropriate while anywhere on EMSA premises, whether during working hours or not regardless of whether the Team Member is on the clock or not, or within the working environment. Said policy would likewise apply to any event or activity sponsored by the EMSA regardless of the location.

H. Team Members are prohibited from allowing personal relationships with co-workers, romantic or otherwise, from adversely affecting the work environment. Team Members conduct while off-duty is generally regarded as private, if such conduct does not create problems within the workplace or work environment and is not considered harassment as defined elsewhere in the EMSA's Policies.

I. Any management, supervisory, or persons who have EMSA over other Team Members are subject to more stringent requirements due to the nature of their positions, their access to sensitive information, and ability to affect the terms and conditions of employment of individuals in subordinate positions. Anyone who has Team Members reporting to him/her is prohibited from the development of a romantic relationship with a subordinate and may be subject to corrective action for such, up to and including termination.

J. Failure to cooperate with the EMSA to resolve any conflict or problem caused by a romantic or other relationship between co-workers in a mutually agreeable fashion may be deemed to be insubordination and cause for immediate termination. If such Team Member relationship leads to the establishment of a familial relationship to where such Team Members become Relatives as is defined in this Policy, the individual Team Members will jointly decide who is to be transferred. If that decision is not made timely, the President/CEO will make such decision for the Team Members.

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K. Conflicts of Interest:
When a conflict or potential for conflict arises because of a personal or family relationship between Team Members, even if there is not a direct line of reporting involved, the President/CEO, in the best interest of EMSA, may relieve one or both Team Members of their duties/employment. Management or anyone else in sensitive or influential positions must disclose the existence of any relationship with a coworker that has progressed beyond a plutonic friendship as well as disclose any familial relations. This disclosure should be made to their direct supervisor in writing signed by both Team Members and provided to the CEO and to the Chief Compliance Officer. This will enable the EMSA to determine whether any conflict of interest exists.

L. Additionally, the following relationships and transactions are forbidden as Team Member of EMSA:
   a. External business relationships between management and subordinate Team Members are strictly forbidden.
   b. Supervisory Team Members are forbidden from living with subordinates unless those Team Members are Relatives, which includes those who are formally married or have a civil union recognized by the State of Oklahoma.
   c. The EMSA reserves the right to issue corrective action, up to and including termination, for Team Members who engage in the actions.

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