

# TOWN OF HERNDON - ADMINISTRATIVE REGULATIONS



Effective Date: January 17, 1989

Administrative Regulation: 1-15

Revision Date: August 1, 2011

Supersedes: February 3, 1995

Approved By: Arthur A. Anselene

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## SUBJECT: **Nepotism**

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### I. Purpose

This regulation further clarifies personnel selection and employment procedures for the Town of Herndon.

### II. Policy

Relatives of any employees of the town may not be hired, promoted, demoted, transferred or assigned to a position under or over the supervision of or under or over the supervisory chain of command of a relative. This is to prevent any real or perceived inequity in treatment of any employee because of a family relationship. This policy applies to full-time, part-time and temporary/seasonal positions.

Further, an employee may not participate in the personnel selection process of a position for which a relative is a candidate or influence or intervene in the hiring or promotion of a relative for any position in the town.

The term "relative" or "related" as used here means any of the following: husband, wife, parent, brother, sister, son, daughter, aunt, uncle, nephew, niece, first cousin, "in-law" or "step" relations by blood, marriage, or adoption.

Employees hired before August 1, 2011 are exempt from this policy only for the position(s) the employee held on July 31, 2011.

Arthur A. Anselene  
Town Manager