

PRO-302.01 RELATIVES AND PERSONAL RELATIONS ADMINISTRATIVE PROCEDURE

1.0 Purpose.

The purpose of this administrative procedure is to implement TRWD Board Policy for Employment Practices, sections 301.8 Consensual Relationships and 301.9 Prohibition on Nepotism. TRWD complies with Texas Government Code Chapter 573 as it relates to degrees of relationship and nepotism prohibitions.

2.0 Scope.

This Relatives and Personal Relations Administrative Procedure applies to all departments, divisions, and offices within TRWD, and to all TRWD employees.

3.0 Definitions.

Personal Relation – a shared connection between two or more employees occurring outside of the workplace that a reasonably prudent person would consider a romantic relationship.

- Example: Employee A is dating Employee B.

Relative – an employee's spouse, domestic partner, parent, sibling, child, cousin, aunt, uncle, in-law, grandparent, grandchild, or significant other; including those which derive from foster, step, or adopted relationships. By default, this includes nieces and nephews.

- Example: Employee A is a sibling to Employee B. They are brother and sister.

Direct Supervision of a Relative or Personal Relation – a prohibited scenario in which the person to which an employee directly reports and who supervises the employee's work on a regular basis is a relative or a personal relation.

- Example: Employee A is dating Employee B. Employee A directly supervises Employee B.

Indirect Supervision of a Relative or Personal Relation – a managed scenario in which the person to which an employee indirectly reports via the organizational hierarchy is a relative or personal relation, but he/she does not directly supervise the employee and their regular work.

- Example: Employee A is not related to her supervisor or manager, but her brother, Employee B, is her division director.
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Shared Management of a Relative or Personal Relation – an identified scenario in which two employees that are relatives or personal relations report to the same Division Director and/or Chief.

- Example: Employee A and her brother, Employee B, work within the same division and are both indirect reports of the same Division Director and the same Chief.

Support Services Involving a Relative or Personal Relation – an identified scenario in which two employees that are relatives or personal relations share no organizational

hierarchy but may occasionally support or interact with one another on a project, task, or business-related assignment.

- Example: Employee A works in Information Services and Employee B works in Operations. They don't share management staff, but Employee A may assist Employee B with development of a budget report.

4.0 Disclosure of Relatives and Personal Relations.

Employees are expected to notify TRWD's Human Resources Department, via the [Disclosure of Relatives and Personal Relations Survey](#), of relatives and personal relations, as follows.

Upon employment.

Newly hired employees are required to complete the Disclosure of Relatives and Personal Relations Survey to identify any and all known relatives and personal relations, as defined above, which may exist with another current TRWD employee. The Disclosure of Relatives and Personal Relations Survey is made available to new employees during the onboarding process and should be completed within 5 business days of the employee's hire date.

Change of relative or personal relation.

Current employees are required to complete the Disclosure of Relatives and Personal Relations Survey to identify any and all new or dissolved relative relationships and personal relations, as defined above, which may occur, develop, or cease with another current TRWD employee while employed.

The Disclosure of Relatives and Personal Relations Survey must be completed within 10 business days of the change and is available for all employees to access via the TRWD intranet.

Annual review and acknowledgement.

Annually, employees will be required to review and acknowledge their currently identified relatives and personal relations during TRWD's open enrollment period.

Personal relationship analysis.

The General Manager, or the General Manager's designee, will evaluate disclosed relatives and personal relations.

Direct supervision of a relative or personal relation.

Direct supervision of a relative or personal relation is in conflict with Section 301.8 of the Employment Practices Policy and is prohibited. In this instance, the employee(s) will be reassigned to resolve the direct supervision conflict.

Indirect supervision of a relative or personal relation.

Indirect supervision of a relative or personal relation is not prohibited and will require monitoring by the General Manager or designee, as well as Human Resources, to ensure no influence in employment, compensation, or working conditions is present.

Shared management of a relative or personal relation.

Shared management of a relative or personal relation is not prohibited and will require monitoring by the General Manager or designee, as well as Human Resources, to ensure no influence in employment, compensation, or working conditions is present.

Support services involving a relative or personal relation.

Two employees that are relatives or are in a personal relationship are not prohibited from providing support services to each other; however, the General Manager, or the General Manager's designee, will ensure that segregation of duties and/or internal controls are in place when tasks are confidential or sensitive in nature.

Personal relationship non-influence attestation.

All employees who have a relative or personal relation currently employed with TRWD will be required to complete the Relatives and Personal Relations Non-Influence Attestation.

Self-recusal.

All employees who have a relative or personal relation currently employed with TRWD are obligated and expected to recuse themselves from discussions and involvement that may influence employment, advancement, and/or compensation decisions of relatives or those with whom they share a personal relationship.

Non-disclosure of personal relationships.

Employees who do not voluntarily disclose relatives and personal relations to TRWD via the Disclosure of Relatives and Personal Relations Survey in the timeframes identified in *section 4.0* of this administrative procedure will be subject to disciplinary action, up to and including termination.

Non-compliance.

Employees with relatives or personal relations who refuse to attest or fail to abide by the requirements outlined within the Relatives and Personal Relations Non-Influence Attestation are deemed to be non-compliant with TRWD Employment Practices Policy and are subject to disciplinary action, up to and including termination.

Employee complaints.

Employees may file a complaint via TRWD's complaint process if an existing relative or personal relation appears to be:

- undisclosed;
- interfering with business operations;
- creating the appearance of, or actual, conflicts of interest or favoritism; or
- disrupting TRWD's operations and/or work environment.