



DEPARTMENT OF CORRECTIONS
Human Resources



Title: Family Relationships	DOC Policy: 20.5.14
Supersedes: N/A	
Applicability: All employees	
Directives Cross-Reference: ORS 659.340(3)(b)	

I. PURPOSE

To ensure that selection for employment, promotion, salary advancement, job assignments and performance evaluation will be based on merit, rather than family relationships.

II. DEFINITIONS

- A. Family member is defined in ORS 659.340(3)(b) to mean an employee's wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, or domestic partner covered under the employee's PEBB benefit plan.
- B. Position of authority is the exercise of supervisory, appointment, or grievance adjustment authority over another employee.

II. POLICY

It is unlawful to refuse to employ or to otherwise discriminate solely because of family relationships, except where one family member would be in a position of authority over another family member.

- A. At the time of employment, and as needed thereafter, employees shall report to their supervisor any family members known to be employed by the Department (see attached form CD 1055). Supervisors shall notify the functional unit manager of any family relationships which exist within the functional unit. The form shall be retained in the employee's official personnel file.
- B. Should a situation occur which would place one family member in a position of authority over another, as described in Definitions A. above, the functional unit manager shall develop a plan of action to remove the influence.
- C. The plan of action shall be submitted to the appropriate Assistant Director for approval.

- D. A copy of the approved plan will be placed in the personnel file of each affected employee.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

STATE OF OREGON
DEPARTMENT OF CORRECTIONS

INTEROFFICE MEMO

MEMO TO: ALL EMPLOYEES
FROM: PERSONNEL OFFICE
SUBJECT: REPORT OF FAMILY RELATIONSHIP

In order to comply with State law, Personnel Policy and Department of Corrections Procedure regarding the exercise of preferential selection practices based on family relationship rather than merit, we are requesting that each employee report any known family members who currently work for the Department.

As defined in ORS 659-340 (3) (b), a family member "means the wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of the individual." In addition, this includes as a family member, a domestic partner covered under the employee's PEBB benefit plan.

On the reverse side of this memo is the form used for reporting family members. Completed forms will be placed into each employee's file as a permanent record, will be kept confidential and, each employee has the responsibility to update the form when the information changes.

Department of Corrections Report of Family Relationship

EMPLOYEE NAME _____ AGENCY _____
WORK LOCATION _____ SS NO. _____
CLASSIFICATION _____

CONFIDENTIAL

List below the name(s), work location(s), classification(s) *if known* and your relationship to any family members working within the Department at this time.

A. NAME _____ RELATIONSHIP _____
WORK LOCATION _____
CLASSIFICATION _____

B. NAME _____ RELATIONSHIP _____
WORK LOCATION _____
CLASSIFICATION _____

C. NAME _____ RELATIONSHIP _____
WORK LOCATION _____
CLASSIFICATION _____

D. NAME _____ RELATIONSHIP _____
WORK LOCATION _____
CLASSIFICATION _____

Please check here if you have no known family members working for the Department at this time.

Employee Signature

Date

RETURN COMPLETED FORMS TO:

Department of Corrections
Human Resources Division
1793 13th Street SE
Salem, OR 97302-2595