

Summary of Policy

Decisions about hiring, promoting, evaluating, awarding salary increases, and terminating employees are based on qualifications for the position, ability, and performance. Every attempt is made to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment decisions and we reserve the right to take action when relationships or associations of our employees impact our mission.

The Nepotism Policy prohibits any employees who are family members from working in the same chain of command. Family members are defined as an employee's parent, child, spouse, domestic partner, brother, sister, grandparent, and any step relationships within the preceding categories. The policy also prohibits the hiring of any related family members of the Board of Directors. Employees are required to disclose changes in their personal situations, which may be covered under the Nepotism Policy.

The policy is intended to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace. It also seeks to avoid the perception of favoritism, conflicts in loyalty, discrimination, the appearance of impropriety, and conflicts of interest.

Historical Perspective

Both of the predecessor agencies, the Los Angeles County Transportation Commission and the Southern California Rapid Transit District had nepotism policies with considerable differences in application, definitions of "family members" and methods of resolution. After reviewing best practices at other agencies and discussions with executive staff, a new policy was developed by the

agency in consultation with County Counsel.

Staff updated the Nepotism policy in June 2001 to further clarify the Family definition of "Child" to include children who are adopted or if one has legal guardianship.

Last Board Action

October 25, 1995 – Nepotism

The Board approved CEO's recommendation to adopt the Nepotism Policy effective November 1, 1995.

Attachment

Policy #HR 3-5 (Nepotism)

MTA Policy # HR 3-5 (Nepotism)

Effective Date 6/22/01

POLICY STATEMENT

All Los Angeles County Metropolitan Transportation Authority (MTA) employees who are family members are prohibited from working in the same chain of command to avoid family members supervising other family members. Family members of the MTA Board of Directors are precluded from being hired by the MTA.

PURPOSE

This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest.

APPLICATION

This policy applies to all MTA employees, Members of the Board of Directors and their staff.

1.0 PROCEDURES

When two family members are MTA employees and work in the same chain of command, one of the members must seek a position transfer out of the same reporting chain of command.

Managers and/or supervisors should contact the Human Resources Department for assistance in facilitating the resolution by transfer.

2.0 DEFINITION OF TERMS

Family Members - Include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partners, brother, sister, grandparent, grandchildren and step-relationships within the preceding categories.

Nepotism - Describes a work-related situation in which there is the potential for favoritism toward a relative (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

3.0 RESPONSIBILITIES

Director of Human Resources (or Designee) shall coordinate with the employee's direct supervisor to develop appropriate plans to ensure that two family members are not in the same chain of command. If the situation is not resolved, then the Executive Officer of Human Resources will effect the transfer of either employee to ensure no potential conflict under this policy.

Executive Officer (or Designee) in the chain of command of the two family members will agree on and implement the appropriate action in conjunction with Human Resources.



Human Resources shall investigate reports of nepotism and take appropriate action.

Employees are required to disclose changes in their personal situations which may be covered by this procedure.

Supervisors or Managers may inquire about the family relationship between employees to determine the appropriateness of the working relationship under this policy.

4.0 FLOWCHART

Not Applicable

5.0 REFERENCES

Not Applicable

6.0 ATTACHMENTS

Not Applicable

7.0 PROCEDURE HISTORY

02/03/93 Former LACTC and former SCRTD interim procedures Board-adopted.

10/24/95 Revised to streamline and reduce operating costs.

05/07/01 Revised to define and streamline process.