

**STOUGHTON PUBLIC LIBRARY  
POLICY ON EMPLOYMENT OF FAMILY MEMBERS AND CLOSE  
RELATIVES ~ Approved 1-18-17**

**I Purpose**

To protect both employees and the Stoughton Public Library from unnecessary conflict of interest or the appearance of a conflict of interest. Persons employed by the Library before September 1, 2012 shall not have their employment affected because of the adoption of this policy. However, any future personnel transactions shall be governed by this policy.

**II Definitions**

For the purpose of this policy, family member or close relative includes: spouse, son, daughter, stepchild, father, mother, step parent, brothers and their spouses, sisters and their spouses, grandchildren, grandparents, spouse's parents or stepparents, spouse's brother, spouse's sister, or unrelated persons who are members of the employee's household.

**III Policy**

It is the policy of the Stoughton Public Library that a family member or close relative of a Library employee shall not be hired to work in any other position at the Library.

It shall also be the policy of the Stoughton Public Library to prohibit from hiring for Library employment, a family member or close relative of any elected City official, City Department Head, or Library Board member.

If a family member or close relative of a present Library employee is elected to a City office, or becomes a City Department Head or Library Board member, there shall be no effect on the Library employee.

If currently employed Library staff become family members or close relatives, and one of the employees in that relationship supervises the other or has the authority to evaluate or review employment decisions for the other employee, then up to six months shall be allowed for one of the employees to find other employment and terminate employment with the Stoughton Public Library.

Employees and applicants are expected to disclose these relationships whenever they may come into existence. Failure to do so may lead to disciplinary measures.

Approved by Library Board 10-17-12  
Revised 1-18-17