

Town of Berwick Nepotism Policy

Preamble

The Town of Berwick is committed to ensuring objectivity in all administrative, personnel and appointment practices. This policy is adopted in furtherance of maintaining the town's ethics policy and public trust. To maintain objective and merit-based appointment decisions and employment practices and to prevent the appearance of undue influence of familial relations on appointments, hiring or employment practices of the town, the Town shall observe the following provisions as well as all applicable laws, rules and regulations.

Definitions

Nepotism – The practice among those with power or influence of favoring relatives or friends, especially by providing him/her jobs, promotions, preferential treatment etc.

Relative - A relative is any one of the following: spouse, children, stepchildren, parents, grandparents, grandchildren, brother, sister, brother-in-law, sister-in-law, aunt, uncle, nephew, niece, son-in-law, daughter-in-law, mother-in-law, father-in-law, step-parents, half-brother, half-sister, first cousin.

Town Official - Town Official pertains to all elected officials (Selectmen) and administrative appointee (Town Manager).

Supervisor – Person responsible for supervising, evaluating, promoting, hiring, appointing or taking any other supervisory or personnel action. This includes department heads, foreman, chiefs, Town Manager and Board of Selectmen, etc. when said position/person is in a supervisory role.

Appointments, Hiring and Evaluations

- To avoid any nepotism or appearance of nepotism the Town will not hire any individual for a position whose direct supervisor is a relative (note "Waivers" section).
- Any applicant who is related to a present employee within a department may be considered for regular employment or employment for a limited time within that department as long as there are no supervisory duties associated with either position.
- Questions as to an individual's supervisory duties, or lack of, will be determined by the Town Manager.
- For purposes of this section only, "Departments" will be defined as follows:

Administration	Town Clerk
Assessing	Human Resources
Finance	Police
Fire	Public Works
General Assistance	Recreation
Water	BCTV
Community and Economic Development/Planning	

Board of Selectmen

In the case that the Board of Selectmen have authority on whether any candidate or existing employee will be hired, promoted or receives additional benefits and the appointee or employee is related to a member of the Board of Selectmen then that Board of Selectmen member must recuse themselves from the decision making process.

Waivers

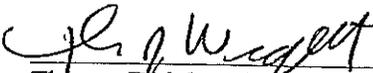
This policy may be waived for positions defined by the Town Manager when he/she determines that such waiver is necessary in order to recruit sufficient personnel to meet the Town's needs. Such waivers shall not create a grandfathered situation. Each hire will be evaluated independently.

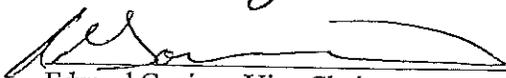
Under no circumstances shall this policy be waived in any situation involving an employee without the express prior approval of the Town Manager. It is the Board of Selectmen's policy that such authorizations shall be granted, if at all, only in those situations where there is no other available qualified applicant for the position concerned, and the vacancy to be filled is a position critical to the operation of the Town or the Department concerned.

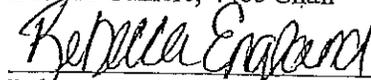
In a situation where the nepotism policy is waived every effort will be made to assign relatives to separate crews, shifts or to different supervisors.

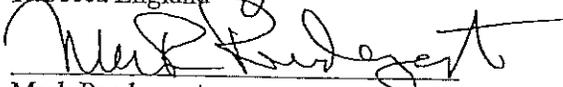
Adopted/Amended: June, 2017

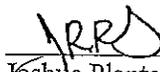
Signed:


Thomas Wright, Chairman


Edward Ganiere, Vice Chair


Rebecca England


Mark Pendergast


Joshua Plante

Board of Selectman, Town of Berwick, Maine