



WASHINGTON STATE
**Department of
Children, Youth, and Families**

Administrative Policy

Chapter 11 Human Resources
11.33 Employment of Relatives or Household Members and Personal Relationships

Original Date: March 4, 2021
Revised Date:
Sunset Review Date: March 4, 2023
Approved by: Frank Ordway, Chief of Staff

Purpose

The purpose of this policy is for the Department of Children, Youth, and Families (DCYF) to:

- Promote fairness and integrity in the work environment.
- Establish standards of integrity within reporting relationships.
- Provide responses for the maintenance of these standards.

DCYF will not provide or give the appearance of providing preferential treatment to relatives or household members of employees regarding:

- Employment
- Work assignments
- Contract related work
- Volunteer assignments
- Internships
- Promotional opportunities
- Other rights and benefits of employment

Scope

This policy applies to DCYF employees, volunteers, interns, and work study students. For represented employees, the provisions of any applicable [collective bargaining agreement \(CBA\)](#) will prevail if this policy is determined to be in conflict.

Laws

[RCW 42.52.070](#) Ethics in Public Service – Special Privileges

Policy

1. DCYF division and office leadership must prohibit supervisors or appointing authorities from soliciting or engaging in close personal relationships with subordinates.
2. Supervisors and appointing authorities must not assign or approve supervisor or subordinate relationships between:
 - a. Employees and their relatives or members of the same household.
 - b. Interns.
 - c. Volunteers.
 - d. Work study students.

3. Employees, interns, volunteers, and work study students must immediately and verbally disclose their involvement in a supervisor and subordinate relationship or close personal relationship to the chief human resource officer (CHRO) or designee.
4. Transfer or Reassignment
 - a. Appointing authorities must initiate a transfer or reassignment of one of the employees, interns, volunteers, or work study students if a supervisor and their subordinate are household members, related, or involved in a close and personal relationship.
 - b. Supervisors of an appointing authority will determine and facilitate the transfer or reassignment if the immediate appointing authority is a household member, related, or involved in a close and personal relationship to a subordinate.
5. The deputy secretary, chief of staff, or the appropriate assistant secretary, and the CHRO must review and approve, in writing, any exceptions to this policy.

Definitions

Appointing Authorities are employees lawfully authorized with delegated authority by the secretary to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees.

Close Personal Relationships are of a romantic or sexual nature.

Division and Office Leadership means DCYF division and office heads and other employees they designate as leadership for their division or office. Division and office head does not mean the head of a field office or facility.

Employees are individuals to whom DCYF pays a salary, wage, or benefits for work performed for DCYF.

Household Members are individuals residing in the same domicile with the employee, volunteer, intern, and work study student. This does not include sharing the same domicile when the living style is primarily that of a dormitory or commune.

Interns are individuals who work for DCYF with or without pay or benefits. This is typically short term and allows the individual to gain valuable skills and abilities.

Relatives for this policy are parents, parent-in-laws, stepparents, grandparents, spouse or domestic partner, sister, sister-in-law, brother, brother-in-law, child, stepchild, foster child, aunt, uncle, cousin, niece, nephew, or legal ward.

Subordinates are employees, interns, volunteers, work study students with a direct reporting relationship to a supervisor, manager, or appointing authority.

Supervisors and Subordinate Relationships are reporting relationships between employees, interns, volunteers, or work study students and a relative or household member as their first-line supervisor, manager, or immediate appointing authority.

Volunteers are individuals who of their own free choice, perform any assigned or authorized duties for DCYF. Volunteers receive no wages, and are registered and accepted as a volunteer by DCYF to engage in authorized volunteer services.

Work Study Students are college students participating in programs that enables them to work for DCYF while enrolled in school.

Resources

[DCYF Administrative 11.01 Affirmative Action and Equal Employment Opportunity Policy](#)

[DCYF Administrative 11.21 Ethics and Employee Conduct Policy](#)