



**DEPARTMENT OF CORRECTIONS  
Employee Services**



<b>Title:</b>	<b>Reporting Family Relationships and Special Friendships</b>	<b>DOC Policy: 20.5.14</b>
<b>Effective:</b>	<b>6/13/24</b>	<b>Supersedes: 5/9/24</b>
<b>Applicability:</b>	<b>All employees</b>	
<b>Directives Cross-Reference:</b>	<b>ORS 659A.309 Discrimination Solely Because of Employment of Another Family Member Prohibited</b> <b>ORS 244.020 Government Ethics - Definitions</b> <b>ORS 244.177 Employment of relative or member of household</b> <b>ORS 244.179 Supervision of relative or member of household</b> <b>DAS Policy 40.045.01 Transfers</b>	
<b>Attachments: Form – Report of Family Relationships and Special Friendships (CD1791)</b>		

**I. PURPOSE**

To ensure selection for employment, promotion, salary advancement, job assignments, and performance evaluation based on merit, rather than family relationships or special friendships.

**II. DEFINITION**

- A. Family Member: As defined in ORS 659A.309, an employee’s spouse, son, daughter, parent, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, parent- in-law, aunt, uncle, niece, nephew, stepparent, or stepchild; or a domestic partner covered under the employee’s Public Employees’ Benefit Board benefit plan.
- B. Special Friendship: Person with whom intimacy is shared and is not defined otherwise within this policy.
- C. Member of the Household: Any person who resides with the public official or candidate.
- D. Position of Authority: The exercise of supervisory, appointment, or grievance adjustment authority over another employee.
- E. Public official: Any person who serves the State of Oregon or any of its political subdivisions or any other public body as an elected official, appointed official, employee or agent, irrespective of whether the person is compensated for the services.
- F. Relative:
  - 1. The spouse, parent, stepparent, child, sibling, stepsibling, son-in-law, or daughter-

in-law of the public official or candidate;

2. The parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the spouse of the public official or candidate;
3. Any individual for whom the public official or candidate has a legal support obligation;  
or
4. Any individual for whom the public official provides benefits arising from the public official's public employment or from whom the public official receives benefits arising from that individual's employment.

### III. POLICY

- A. It is unlawful to refuse to employ or to otherwise discriminate against an individual in compensation or terms, conditions, or privileges of employment solely because another member of an individual's family works or has worked for the department, except where one family member would be in a position of authority over another family member.
- B. An employee may not participate as a public official in any interview, discussion or debate regarding the appointment, employment, or promotion of a relative or member of the household or special friend to, or the discharge, firing or demotion of a relative or member of the household or special friend from, a position with the public body that the public official serves or over which the public official exercises jurisdiction or control. As used in this paragraph, "participate" does not include serving as a reference, providing a recommendation, or performing other ministerial acts that are part of the normal job functions of the public official.
- C. A public official acting in an official capacity may not directly supervise a person who is a relative or member of the household.
- D. Employees may not directly supervise a person who is their special friend.
- E. A manager will not be transferred or assigned to a position in a section where their family member, household member, or special friend is assigned and would be reporting to that manager.
- F. At the time of employment, and as needed thereafter, employees shall report to their supervisor any family member, special friend, or member of the household, known to be employed by the department (see Report of Family Relationships and Special Friendships form (CD1791)).

Pertaining to special friendships, this reporting requirement applies to non-management service employees only when one employee in that friendship may be in a position to beneficially impact the other, such as being invited to serve on a selection or hiring panel, accepting a lead work or supervisory work out of class assignment, or other similar

circumstances.

Supervisors shall notify the functional unit manager of any family or household relationships, or special friendships, which exist within the functional unit and could impact operations. The form shall be retained in the state human resource information system.

- G. If a situation occurs which would place one family member, household member, or special friend in a position of authority over another, the functional unit manager, with consultation from their Senior Human Resources Business Partner, shall develop a plan of action to remove the influence. If necessary, a management service employee may be transferred for the good of the service with advance notice as determined by the appointing authority. The plan of action shall be submitted to the appropriate Assistant Director for approval.
- H. A copy of the approved plan will be placed in the state human resource information system of each affected employee.

**IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

Certified: \_\_\_\_\_ signature on file \_\_\_\_\_  
Julie Vaughn, Rules Coordinator

Approved: \_\_\_\_\_ signature on file \_\_\_\_\_  
Heidi Steward, Deputy Director



# REPORT OF FAMILY RELATIONSHIP AND SPECIAL FRIENDSHIP

DOC POLICY 20.5.14

Employee: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Employee No.: OR \_\_\_\_\_ Classification: \_\_\_\_\_

Work Location: \_\_\_\_\_ Functional Unit: \_\_\_\_\_

Fill out this form to comply with state law and Department of Corrections procedure regarding the exercise of preferential selection practices based on family relationship rather than merit.

Definitions:

1. Family member, as defined in ORS 659-309 (3), “means the wife, husband, son, daughter, mother, father, brother, brother-in-law, sister-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of the individual.” Additionally, this includes as a family member, a domestic partner covered under the employee’s Public Employees’ Benefit Board benefit plan.
2. Special Friendship as defined in DOC policy 20.5.14: Person with whom intimacy is shared and is not defined otherwise within this policy.

This form must be filled out any time a family member, as defined above, joins, or leave the department. It also must be filled out if a DOC employee is in a special relationship with another DOC employee.

Provide the information below for any family members, or special friendship as defined above, who:

1. Joins, or leaves the department.
2. Who currently works for the department.

A. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Classification: \_\_\_\_\_ Work Location: \_\_\_\_\_

B. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Classification: \_\_\_\_\_ Work Location: \_\_\_\_\_

C. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Classification: \_\_\_\_\_ Work Location: \_\_\_\_\_

D. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Classification: \_\_\_\_\_ Work Location: \_\_\_\_\_

Check here if you have no known family members working for the department.

\_\_\_\_\_  
Employee Signature Date