

NEPOTISM

Section 1. PURPOSE

The Bedford Regional Water Authority (“Authority”) has developed this policy to protect employees and the Authority from potential problems related to the employment of Relatives and Public Officials.

Section 2. DEFINITIONS

- A. “Relative” is defined in this policy as a spouse, parent, parent-in-law, son, daughter, brother, sister; it also includes the spouse of a parent, parent-in-law, son, daughter, brother, or sister. Individuals involved in a romantic relationship are also considered Relatives under this policy.
- B. “Public Official” means a person appointed or elected to any of the following governing bodies: the Bedford Regional Water Authority Board of Directors, the Bedford County Board of Supervisors, the Bedford Town Council, and the Western Virginia Water Authority Board of Directors.

Section 3. POLICY

- A. Applicants are expected to disclose any Relatives and Public Official statuses on their application; failure to disclose such information may result in termination of the applicant employee upon discovery of the relationship.
- B. Relatives of employees of the Authority shall not be employed by the Authority in any capacity.
- C. Public Officials and their Relatives shall not be employed by the Authority in any capacity.
- D. If two (2) current employees become Relatives, the relationship must immediately be disclosed by each of the employees to their Manager and to Human Resources; Human Resources must notify the Executive Director.
- E. If a current employee becomes a Relative of a Public Official, the employee must disclose this immediately to their Manager and to Human Resources; Human Resources must notify the Executive Director.
- F. If an employee is elected or appointed as a Public Official, the employee must resign their position or they shall be terminated from the Authority no later than the date on which the Public Official takes office.
- G. Exceptions to this policy must be approved by the Executive Director and the Board of Directors.

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Section 4. REVISIONS

- A. This policy was approved and adopted by the Authority's Executive Director on February 26, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 - 1. Approved January 23, 2014, effective January 24, 2014: Policy revised to clarify the role of public officials.
 - 2. Approved December 17, 2019, effective December 18, 2019: Definition of relatives and public officials revised.