



Personnel Policy

Employment of Family Members

Control Number
HR028.1

Policy Date
03/04/2024

Revision Date
01/05/2026

Purpose

To provide guidelines and approval authority for employment of family members.

Scope

All Board of Commissioners approved regular, full time, budgeted thirty-two (32) hour, part time, seasonal, and temporary positions/employees.

General Statements

Scotland County discourages the hiring and employment of immediate family members in positions within the same work unit/shift. However, should the potential employment of a family member occur, the employment relationship must meet the criteria below and be approved by the County Manager prior to hire.

Sheriff and Register of Deeds

The Board of Commissioners must approve the hiring of a family member of nearer kinship than first cousin for the Sheriff or Register of Deeds.

Policy Requirement

- Scotland County will consider employing family members or related persons in the service of the County, provided that such employment does not:
 - Result in a family member supervising a family member;
 - Result in a family member auditing the work of a family member;
 - Create a conflict of interest with either the family member and/or the County;
 - Create the potential or perception of favoritism;
 - Influence the employment, promotion, salary administration, management decisions, or personnel considerations of a family member.
- Immediate family members are spouse, parent, guardian, children, sister, brother, grandparents, grandchildren, plus the various combinations of half, step, in-law, or adopted relationships, and partners or those in dating relationships.
- Immediate family members cannot be employed by individuals holding the following positions: County Board of Commissioners Member, County Manager, Clerk to the Board, County Attorney, or Department Head.
- This criteria applies to any employees who enter into a relationship during employment that meets the “immediate family member” definition. Such relationships shall be disclosed to the Department Head immediately. When this occurs, the Department Head and Human Resource Director will determine a solution to rectify the situation. The Department Head will ensure the relationship does not:

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- Result in one employee supervising the other;
- Result in one employee auditing the work of the other;
- Create a conflict of interest;
- Create the potential or perception of favoritism;
- Influence the employment, promotion, salary administration, or related management or personnel considerations of the other.

Disciplinary

An employee found to have violated this policy may be subject to disciplinary action, up to and including, termination.

Reference

Replaces: Personnel Policy dated, June 5, 2006, revised Personnel Policy dated 03/04/2024, Article V. Conditions of Employment; Section 6. Limitation on Employment of Relatives
General Statute 153A-103