

Office of Human Resources
1204 Employment Status of Relatives

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**Georgia Department of Human Services
Human Resources Policy #1204**

Employment Status of Relatives

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The Department of Human Services (DHS) prohibits or limits the employment or change in employment status of relatives, when necessary or appropriate.

Section A: Definition of Relative

1. For the purpose of this policy, “relative” refers to any of the following:
 - a. Spouse;
 - b. Child/Grandchild (includes biological, adopted or foster child, stepchild, legal ward, or child for whom the employee stands in loco parentis);
 - c. Sister/Brother (includes step/half relationships);
 - d. Parent/Grandparent (includes step relationships);
 - e. Aunt/Uncle
 - f. Niece/Nephew
 - g. First Cousin
 - h. Immediate in-law (i.e. mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, or son-in-law); or,
 - i. Guardian (as defined by law).

Section B: Prohibitions and Limitations

1. Relatives are not to be employed in positions or placed in situations where a superior - subordinate relationship will exist between the relatives. These circumstances include, but are not limited to, the following:
 - a. When relatives work for the same organizational unit at the same location; or,
 - b. When there are fewer than two levels of management separating the relatives.
2. Employment of relatives in a direct superior - subordinate relationship is prohibited. Any other superior - subordinate relationship that would result from employing or changing the employment status of a relative must be carefully evaluated by the Office of Human Resources (OHR) Director to ensure the proposed work arrangement is in the Department’s best interest.

3. Relatives are not to be employed or placed in circumstances where fiscal checks and/or balances are a part of the position's assigned duties and responsibilities.
4. Relatives are not to be employed in a working relationship where the nature of the responsibilities may contribute to personal or financial gain, fraud, collusion, other abuses of position or conflict of interests.
5. Employees who are relatives should not be placed in a direct coworker relationship within the same organizational unit.
6. Employees shall not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a family member to an office or position with an agency or with the Office of the Governor.

Section C: Responsibilities

1. Management is responsible for ensuring that violations of this policy do not occur.
 - a. Appropriate action including, but not limited to, transfer, reassignment or separation of related employees should be taken immediately to resolve any violations of this policy.
 - b. Management and OHR should sufficiently document actions involving the transfer, reassignment, or separation of related employees, per this policy.
2. Management is responsible for making appropriate decisions regarding the employment of relatives.
 - a. Applicants and employees are not to be considered for positions, if selection would result in the employment of relatives, in violation of this policy.
 - b. Management and OHR should sufficiently document any actions involving the non-selection of applicants and employees based on this policy.
3. Employees must report relationships involving relatives that are in violation of this policy to Management and OHR. Failure to do so may result in disciplinary action, up to and including termination.
4. Unique circumstances will be reviewed on a case by case basis. A determination of appropriate action will be made by the appropriate Division/Office Director and OHR Director.

For additional information or assistance, please contact your local Human Resource Office, or email DHS-Policies@dhs.ga.gov.