

NEPOTISM PROCEDURES

BACKGROUND

In order to prevent favoritism to family members of Workforce Development Board (WDB) Members, City of Colquitt Service Provider staff, the following procedures will be followed:

INDIVIDUAL

A person is identified as having a

- Personal relationship with, (defined as a domestic partner)
- Or is an immediate family member of, (defined as wife, husband, children, daughter-in-law, son-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, step-grandparents, spouse's grandparents, spouse's step grandparents, step-children, step-parents, brothers, sisters, and step-brothers and step-sisters)

Workforce Development Board Members, City of Colquitt Staff, and Contracted Service Provider Staff.

IDENTIFIED PERSON

Southwest Georgia Workforce Development Board Members, City of Colquitt Staff, and Contracted Service Provider Staff

PROCEDURE

If an **INDIVIDUAL** is in contention to receive employment, workforce services or a contract from Workforce Innovation and Opportunities Act (WIOA) funds, the **INDIVIDUAL** and the **IDENTIFIED PERSON** have a duty to disclose this situation and to ensure that the **IDENTIFIED PERSON** does not participate or influence in the decision-making process regarding the **INDIVIDUAL**.

1) The **INDIVIDUAL's** disclosure should be in writing and contain:

- The relationship and nature of the potential case of favoritism or nepotism

2) The **IDENTIFIED PERSON's** disclosure should be in writing and contain:

- The nature of the potential case of favoritism or nepotism
- The procedures that were followed to ensure equal opportunity and fair and open competition,
- The reasons why nepotism does not exist.

The disclosures will be submitted to the appropriate party who will review it to ensure that favoritism or nepotism does not occur. A copy of the disclosures will also be maintained with the **INDIVIDUAL'S** application packet.

Disclosure (s) will be made as follows:

- WDB Member will be submitted to WDB Chair
- City of Colquitt Staff will be submitted to City Manager
- Service Provider Staff will be submitted to Program Director

INDIVIDUAL's disclosure will be submitted along with **IDENTIFIED PERSON's** disclosure to above applicable designee