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|  | Pittsfield Charter Township | PERSONNEL POLICY - 105 Consensual Relationships in the Workplace | |
| | | Authorization or Resolution Number: 19-19 <u>20-56</u> | Created On: 06/01/2005 Revision Dates: 11/09/2005 06/12/2019 <u>12/09/2020</u> |

~~Consensual~~ Relationships in the Workplace

Relative Relationships

The employment of relatives in the same area of an organization could cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. For purposes of this policy, a relative is defined as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative.


An employee may not occupy a position in which you would work directly for or supervise a relative. Pittsfield Township also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives who occupy positions at any level (higher or lower) in the same line of authority that might affect the review of employment decisions.

If two people who are in a reporting situation described above subsequently develop a relative relationship, the person in the relationship who is in the higher classified level of employment is responsible and obligated to disclose the existence of the relationship to management. The Township will then ask the individuals involved to decide which one of them is to be transferred to another available position. If that decision is not made within 30 calendar days, the Township will decide who is to be transferred or, if necessary, terminated from employment.

If there is a situation where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. If you are in a close personal relationship with another employee, we ask that you refrain from displays of affection or excessive personal conversation at work.

Consensual Relationships

The Township strongly discourages romantic or sexual relationships between a Department Head, Manager, or other employee who oversees another staff member, and his/her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such

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a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion, or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any Township employee enters into a consensual relationship that is romantic or sexual in nature with a member of his/her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Director of Human Resources immediately. Because of potential issues regarding quid pro quo harassment, the Township has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties where neither one supervises or otherwise manages responsibilities over the other.

Once the relationship is made known to the Township, the Director of Human Resources will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may agree who will be the one to apply for a new position. If the parties do not amicably come to an agreement, or the agreed upon party is not chosen for the position to which he or she applied, the Director of Human Resources and the Township Supervisor will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning. (See also Policy 704 – Anti-Harassment and Discrimination)