# Conflict of Interest Policy

## Section One: Nepotism

a. Sioux Center Library Board Members and their immediate family members (as defined below) will be excluded from consideration for employment or any form of compensation by the organization during their term of service. This consideration will be waived if the library is looking for a short-term or contractual appointment, if the most qualified candidate is a board or staff relative. Board members will abstain from voting on any issues which present a conflict of interest.
b. Employees shall not hold a position with or receive any form of compensation from the Sioux Center Public Library while they or members of their immediate family (as defined below) serve as Library Director, Assistant Director or on the board of trustees.
c. Employees may not hold a job over which a member of their immediate family exercises supervisory authority. In this and in following sections, immediate family includes the following: husband, wife, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother, brother- in-law, sister, sister- in-law, mother, father, mother-in-law, father-in-law, grandparents, and grandchildren. This policy also applies to individuals who are not legally related but reside with another employee.

## Section Two: Conflict of Interest

a. It is well accepted the employment of relatives in the same area of an organization can cause serious conflicts and problems with favoritism and employee morale. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions concerning work assignments, performance evaluations, and promotions.

    It is the Sioux Center Public Library Board of Trustees policy that relatives of persons currently employed by the Sioux Center Public Library may be hired only if they will not be working directly for or supervising a relative. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned shall decide who is to be transferred, if possible, or terminate employment. If that decision is not made within 30 calendar days, management shall decide based on seniority or other extenuating circumstances. In other cases where a

conflict arises, the Sioux Center Public Library Board of Trustees will step in and resolve the situation.

b. Following the guidelines of the State of Iowa's Library Trustee Handbook, one cannot serve as either a Sioux Center council member or mayor and hold the office of library board member at the same time or for two years after their terms of office end.
c. Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor. Members shall promote a high level of service while observing ethical standards.
d. Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution. Members will not use the library for personal advantage or the personal advantage of friends or relatives.
e. To ensure an open and transparent hiring process, all positions for hiring must be publicly advertised.

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