Policy 2513

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Workplace Relationships **Policy Number**: 2513 **Chapter Title**: Employee Conduct **Effective Date**: January 1, 2009 **Supersedes Policy Number**: 2513 **Dated**: July 1, 2005
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

The department expects employees to work together as team members to achieve the goals of the department. The department recognizes that consensual social relationships between employees will occur and may occasionally disrupt department business. The department will take appropriate action to maintain a positive working relationship among its employees and to prevent disruption of department business.

DEFINITIONS

Consensual Social Relationship: A relationship to which both employees voluntarily and mutually consent including, but not limited to, dating, romantic relationships, sexual intimacies, marriages, marriages ending in dissolution, and the like.

Disruption of Department Business: A consensual social relationship may disrupt department business, as that term is used in this policy, when such relationship causes: work disruptions; individual job performance to suffer; tension, uneasiness, or strife between employees in and outside the relationship; actual or perceived favoritism between the employees in the relationship; business decisions actually made or perceived to be made based on emotions or the relationship rather than on facts; an actual conflict of interest; the appearance of a conflict of interest based on the perception of employees or the public; the potential for sexual harassment complaints; or the like.

Management: Includes director's management team, business unit leaders, district engineers, and division leaders/state engineers.

Supervisor: An employee in a position of authority with responsibilities for assigning and evaluating work of other employees, approving time sheets of other employees, approving or denying requests for leaves of absences of other employees, issuing disciplinary actions to other employees, and the like.

PROVISIONS / REQUIREMENTS

1. If employees enter into a consensual social relationship, the relationship will not be allowed to disrupt department business.

2. If employees marry each other, they will not be allowed to report to the same immediate supervisor after they are married and one spouse will not be allowed to supervise the other.

3. If a management level employee enters into a consensual social relationship with any MODOT employee, the management level employee shall promptly and confidentially provide a written notice of the relationship to his/her immediate supervisor and the human resources director. The human resources director, in consultation with the chief counsel or his/her designee, will immediately review the duties and business interactions between the employees to determine if their consensual social relationship may disrupt department business. Except as provided in paragraph 4, the relationship is not prohibited; however, the relationship will not be allowed to disrupt department business.

4. The department prohibits any consensual social relationship, including marriage, between a supervisor or management level employee and an employee in his/her line of authority. However, if such a relationship develops despite this prohibition, the manager or supervisor shall promptly and confidentially provide a written notice of the relationship to his/her immediate supervisor and the human resources director.

5. If a consensual social relationship is either prohibited under paragraph 4 or disrupts department business, the department will take appropriate action to transfer one or both of these employees if feasible and in the department's best interest. If transfer is not feasible or in the

department's best interest, termination of the employment of one or both employees may be necessary. Failure to voluntarily and promptly report a consensual social relationship as required in paragraphs 3 and 4 above may result in immediate transfer or termination of one or both employees.

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