

ARKANSAS DEPARTMENT OF HUMAN SERVICES
 DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
 DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
Administrative	Hiring Close Relatives of Individuals Receiving Services	1045

1. Purpose. This policy is intended to define considerations and limitations to hiring close relatives of individuals served by Developmental Disabilities Services.
2. Scope. This policy applies to all Developmental Disabilities Services employees.
3. Definition of "Close Relative". For the purposes of this policy, a "close relative" is anyone who is a parent, brother, sister, aunt, uncle, grandparent, in-law or any individual acting as parent or guardian of a person served by Developmental Disabilities Services.
4. Employment Restrictions. A close relative of a person receiving services shall not be employed in any position which:
 - A. Requires direct contact or direct service to their relative;
 - B. Or in any position likely to result in a conflict of interest due to relationship with the relative, as determined by the Activity Manager.
5. Employment Guidelines. Employment of close relatives working for the Division requires prior approval through normal administrative channels to the Activity Manager, who will assume responsibility for determining compliance with policy.
6. Approval for Continued Employment. Each Activity Manager, upon receipt of this policy, is responsible for making an immediate determination of current employees who are affected. Employees so affected must be transferred out of the restricted position, retained with approval through normal administrative channels, or terminated, as necessary in the manager's judgment to implement the intent of the policy and to continue the satisfactory operations of the Agency.
 - A. Approval is also required for those individuals not subject to this restriction at the time of employment but employment status changes and the restriction becomes applicable.

Replacement Notation: This policy replaces Commissioner's Office Policy 1045 effective February 22, 1982 and March 26, 1982 and January 8, 1987.

Effective Date: March 15, 1993

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References: DDS Director's Office Policy #1078.