Livingston Manor Branch
92 Main St. Livingston Manor, NY 12758
(845) 439-5440

Roscoe Branch
85 Highland Ave. Roscoe, NY 12776
(607) 498-5574

Anti-Nepotism Policy

1. Purpose

The Livingston Manor-Roscoe Library is committed to fair, impartial, and merit-based employment decisions. This policy is designed to prevent conflicts of interest, favoritism, and any appearance of impropriety in hiring, supervision, and decision-making processes.

2. Scope

This policy applies to all employees, board members, interns, and volunteers of the Livingston Manor-Roscoe Library.

3. Employment Restrictions

Board members and their immediate family members and the immediate family members of the Library Director (as defined below) are ineligible for employment and or contracted services by the Livingston Manor-Roscoe Library.

Employees must not participate in hiring, supervision, evaluation, or decision-making processes involving immediate family members.

Applicants for volunteer and intern positions are ineligible if immediate family members will be responsible for their supervision and evaluation.

4. Definition of Immediate Family

For the purpose of this policy, **immediate family** includes:

a. Parent or step-parent
b. Child or step-child
c. Adopted or foster child
d. Daughter-in-law or son-in-law
e. Grandchild
f. Niece or nephew
g. Sibling or step-sister or step-brother
h. Spouse
i. Domestic Partner

j. Mother-in-law or father-in-law
k. Grandparent
l. Aunt or Uncle
m. First cousin
n. Domestic partner's relatives
o. Any person who resides at the same residence as the individual being considered

5. Disclosure and Review Process

Board members and employees must disclose any potential conflicts of interest involving family relationships.

Any exceptions to this policy must be reviewed and approved by a designated committee of the Board of Trustees to ensure fairness and transparency.

Approved by the Board of Trustees: