

Northwest Workforce Council

POLICY AND PROCEDURE DIRECTIVES

EFFECTIVE DATE: July 16, 2001
SUBJECT: OJT Nepotism
REFERENCE #: WIA 01-13

The following policy is hereby established to prohibit nepotism in the operation of On-the-Job Training (OJT) contracts in the Northwest Workforce Development Area. This policy shall apply to all programs funded by the Workforce Investment Act (WIA), any grant, Subgrant or other sub-agreement under WIA.

No person participating in the OJT program shall be hired by and/or supervised by a relative of that person. For the purpose of this policy, relative is defined to include: mother, father, son, daughter, grandfather, grandmother, grandson, granddaughter, sister, brother, uncle, aunt niece, nephew, cousin, step-parent, step-child, foster parent, foster-child, mother-in-law, and brother-in-law.

An individual who hires and supervises refers to an individual who exercises authority to hire for the position, provides day-to-day training or direction, or keeps time and attendance records. In addition, owners are included as supervisors/hirers since they have general authority to supervise, hire and dismiss.

Individual owners of organizations, cooperatives and corporations with more than 20 owners shall not be considered an owner in regard to this policy directive.