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DEPARTMENT OF CAREER DEVELOPMENT  
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E-mailed to MWAs 6/26/03 (mh)

**Michigan Department of Career Development (MDCD)**  
**Office of Workforce Development (OWD)**  
**Policy Issuance (PI) No.: 03-20**  
**Index: II-D-2**

**Date:** June 26, 2003

**To:** Michigan Works! Agency (MWA) Directors

**Subject:** Nepotism

**Purpose:** To transmit MDCD/OWD Guidelines on Nepotism

**Programs Affected:** All Programs Funded by MDCD/OWD

**Rescissions:** PI 96-07

**References:** The Workforce Investment Act (WIA) of 1998  
WIA Final Rule 20 CFR Part 652 et al.

**Background:** The MDCD/OWD is issuing guidelines to guard against nepotism in all programs administered by Workforce Development Boards (WDBs). These guidelines incorporate previously established criteria, with requirements outlined in WIA.

**Policy:** WDBs shall assure that local provisions are established and maintained to prevent persons in an administrative capacity from using their positions for a purpose that is, or gives the appearance of, being motivated by favoritism for themselves or others with whom they have family relationships. There should not be even the slightest appearance of favoritism on the part of board members.

For purposes of this policy, a **person in an administrative capacity** is someone who has overall administrative responsibility for a program including all elected and appointed officials, such as WDB members,

WDB committee members, and local elected officials who have any responsibility for the obtaining of and/or approval of any WDB administered grant or contract, as well as other officials who have influence or control over the administration of the program such as the project director, deputy director, and unit chiefs; and persons who have selection, hiring, placement, or supervisory responsibilities for On-the-Job Training participants.

No individual may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual. For the purpose of this policy, the term **immediate family** shall be defined locally by the WDB. To the extent that an applicable state or local legal requirement regarding nepotism is more restrictive than this provision, such state or local requirement must be followed. It is the responsibility of the MWAs to implement a nepotism policy that adheres to these minimum policy standards.

**Action:** WDBs shall establish policy consistent with these guidelines to ensure that local nepotism safeguards are in place and consistently applied within the WDB service area.

**Inquiries:** Questions regarding this PI should be directed to your WIA state coordinator.

The information contained in this PI will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

**Expiration Date:** Continuing

**(SIGNED)**

Vicki Enright, Director  
Office of Workforce Development

VE:DK:mh