	Human Resource Policy Employment & Hiring Practices	No. HR.EHP.08¹
	Title: EMPLOYMENT OF RELATIVES	Page: 1 of 4
		Effective Date: 07-30-19
		Previous Versions Dated: 08-26-15; 09-27-11; 01-01-05; 08-01-00; 01-01-93
		Corporate Review Dated: 07-19-19

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other Facility or organization in which Tenet Healthcare Corporation or an Affiliation owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare Facility in which an Affiliate either manages or controls the day-to-day operations of the Facility (each, a “Tenet Facility”) (collectively, “Tenet”)

II. PURPOSE:

The purpose of this policy is to provide clarification to employees and supervisors regarding the employment of relatives. For the purposes of this policy, relatives are defined to include spouses, domestic partners (as defined by Tenet in Criteria for Domestic Partnership Status), parents, children, brothers, sisters, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, fathers-in-law, mothers-in-law, stepparents, stepbrothers, stepsisters, stepchildren, step grandchildren, or anyone else related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy also may apply to individuals who are not legally related but who reside with the employee.

III. POLICY:


Tenet strives for a positive, family-oriented workplace where employees work together to care for the members of the communities we serve and their families. Accordingly, we welcome the employment of relatives and domestic partners provided that they are not working in the same line of supervision. However, the employment of relatives in the same line of supervision may cause serious conflicts and problems with employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

A. Except where prohibited by law, relatives of persons currently employed by Tenet may be hired only if they will not be working directly for, or supervising, a relative, and will not occupy a position in the same line of supervision of the relative within the organization. Tenet employees cannot be transferred into such a reporting relationship.

B. Specific Restrictions

Administrative Teams (“A-Teams”), Center Leaders, and Human Resources Department employees are involved with confidential information in their day-to-day roles. Thus, due to potential conflicts, all requests for employment of a relative of an A-Team member, a Center Leader or a Human Resources

¹Prior to June 3, 2013, the policy number was HR-207.

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Department Leader within the same Tenet Facility or a Tenet Facility that falls in the same line of supervision must be reviewed and approved by the Tenet Executive Vice President, Human Resources or his/her designee.

C. Relatives of Physicians

Due to potential conflicts, all requests for employment of family members of employed or contracted physicians or of a member of the Tenet Facility’s Medical Staff in any administrative, quality, clinical, or contracting role at the same Tenet Facility as the physician/Medical Staff member must be reviewed and approved by the Tenet Executive Vice President, Human Resources or his/her designee.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred out of the employment relationship. If that decision is not made within 30 calendar days, management will decide. In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

D. Approval of Remedies Process


The Tenet Executive Vice President, Human Resources or his/her designee(s) must review and approve all exceptions to these requirements. Given the visibility and authority of Tenet’s A-Teams, Center Leaders, and officers,² the Tenet Executive Vice President, Human Resources must review and approve all situations that involve a Tenet A-Team member, Center Leader, or officer. Relationship exceptions approved prior to May 1, 2015, are grandfathered from this requirement and do not require additional approval.

IV. PROCEDURES:

A. Employees

1. Inform supervisor of any relationship that may be covered by this policy. If the potential conflict includes supervisor, then inform Human Resources department.
2. Complete and file an on-line Conflict of Interest Disclosure to disclose the relationship. (See also Human Resource policy HR.ERW.02 Conflicts of Interest Disclosure.)

²Officers are generally defined as individuals with the title Vice President or above.

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3. Take initial responsibility and suggest ways to resolve any conflicts under this policy regarding employment of relatives within 30 days of notifying the supervisor.

Once a conflict has been reported and mitigated through the disclosure process, this does not need to be reported annually except when one of the following occurs:

1. The original relationship changes and creates a new conflict; or,
2. The employee-level is defined as part of the annual requirement for reporting potential conflicts.

B. Supervisors

Inform the Human Resources Department of any known relationships that may be covered by this policy and seek approval as needed for exceptions.

C. Responsible Person

The Tenet Facility Human Resources Leader is responsible for ensuring that all personnel adhere to the requirements of this policy, that these procedures are implemented and followed at the Facility, and that instances of noncompliance with this policy are reported to the Tenet HR Operations for review and resolution by the Vice President, HR Operations.

D. Auditing and Monitoring

Audit Services will audit adherence to this policy.

E. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable laws.

V. REFERENCES:

- [Tenet Criteria for Domestic Partnership Status and Affidavit Declaring Domestic Partnership](#)
- [Human Resources policy HR.ERW.02 Conflicts of Interest Disclosure](#)



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