

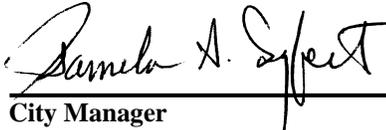


Subject/Title
Nepotism Policy

Date Effective
July 1, 1997

Revision Date Effective
July 1, 1997

Code Number
HR 7


City Manager

Human Resources
Responsible Key Business

Objective: To establish a policy regarding the hiring, assignment and treatment of applicants and all City employees when their relationship to close family members could result in potential conflicts or misunderstandings with others in their department or work unit.

Policy: Ensure that there is fairness and objectivity when City employees have the opportunity to influence decisions which may impact close family members in such matters as hiring, promotion, demotion, transfer, discipline, evaluation of performance, pay decision, work/shift assignments, work locations or other terms or conditions of employment which could result in actual or apparent incidence of favoritism or unfair treatment. This policy would also be applied when close family members are being considered for employment or are working in the same department.

1. There are to be no direct reporting relationships between close family members.
2. When there are indirect reporting relationships, it is important to maintain objectivity when making decisions that involve close family members.
3. When close family members work in the same department, typically they should not work in the same section/work unit unless on different shifts or assigned to different work locations.

Procedure:

1. An internal review process is to be established within each key business for investigating and dealing with charges of favoritism or unfair treatment due to family relationships.
2. The Key Business Executive will determine the appropriate action for separating direct supervisor/subordinate relationships which may occur due to post employment events such as marriage.
3. Any charges of discrimination or complaints/disputes based on interpretation and/or application of the Personnel Rules and Regulations or established work rules would continue to be grievable through the City's Grievance Process.

Responsibilities:

1. Key Business Executives are responsible for ensuring that: (a) no direct supervisory relationships are in effect between close family members, (b) no preferential or unjust treatment occurs from any indirect reporting relationships between close family members, and (c) fairness and objectivity are not compromised by family relationships when making discretionary decisions which impact employees.
2. Employees are responsible for excusing themselves from involvement in decisions which could have an employment or work-related impact on a close family member.
3. Employees are responsible for informing their supervisor when there is a close family relationship or there is a close relationship with a relative not listed in this policy, such as cousin; or there is a change in family status which results in a potential conflict with this policy.

Implementation:

With policy implementation, no new direct supervisor/subordinate assignments or work assignments which conflict with this policy will be created. (Any current instances of direct supervisor/subordinate assignments or work assignments which conflict with the policy should be resolved by the Key Business Executive within one year from date of policy implementation).

Key Business Units may develop their own nepotism policy, subject to the City Manager's approval. Key Business Executives may make exceptions to the City's policy on a case-by-case basis, provided the exception is based on unusual circumstances and does not result in the creation of direct reporting relationships between close family members other than on a short-term temporary basis.

Definitions:

1. **Close Family Member** is a parent, grandparent, grandchild, spouse, son, daughter, brother, sister, uncle, aunt, niece and nephew, as well as comparable step, half and in-law relationships.
2. **Direct Reporting Relationship** is the relationship between a supervisor and one of his/her immediate subordinates.
3. **Indirect Reporting Relationship** is the relationship between a supervisor and an employee who is within his/her span of control.