

	Policy: Employment of Relatives	Effective Date: May 19, 1992
		Revision Effective Date: April 19, 1994, April 13, 2006
	Policy Number: HR-12	Page 1 of 1
	<hr/> F. Craig Meadows, City Manager	<hr/> Human Resources Responsible Party

EMPLOYMENT OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

The City prohibits the employment of immediate family members in full-time and part-time positions with a direct reporting relationship or supervisory responsibility. Immediate Family is defined as spouse, mother, father, guardian, child, sister, brother, grandparents, grandchild, plus the various combinations of half, step, in-laws and adoptive relationships that can be derived from those named. Otherwise, the City will consider employing family members of related persons in the service of the City, provided that such employment does not result in a direct supervisory relationship. This policy shall not be applied retroactively to immediate family employed prior to July 1, 1992.

Relatives of current employees may not occupy a position where they will be working directly for or supervising their relative. The City also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 10 working days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of a relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.