

MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES

Personal Conduct and Standards

of Employment

SECTION: 1.00

SUBJECT: 1.25 Nepotism Policy

SUPERSEDES: June 1, 1994

NEW EFFECTIVE DATE: January 1, 2007

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APPROVED BY CITY MANAGER:

I. It is the policy of the City that relatives of City officers or employees shall not be hired, promoted or transferred into positions in which one relative may supervise, directly or indirectly, any other relative, or work in a capacity which would allow an employee to evaluate or control the terms, conditions or performance circumstances of employment of a relative. Indirect supervision refers to a situation in which a relative is hired, promoted, or transferred into the chain of command of another relative, and one of the individuals has management or supervisory responsibilities in the division or section in which both would work even if the relative would not directly supervisor or interact with the newly hired, promoted, or transferred employee. This prohibition shall apply to all full- and part-time regular employees, to all temporary City Service Workers, and to all individuals working for the City through a temporary services agency. This policy will not prevent relatives from being regularly assigned to shifts that may overlap, or from short-term temporary or acting assignments, as long as one relative does not supervisor, directly or indirectly, another relative, nor work in a capacity which would allow an employee to evaluate or control the terms, conditions or performance circumstances of employment of a relative.

Relatives of City officers or employees, or members of the City Council or members of any City Board or Commission shall not be employed in any position in which the employment of such relative has the potential for adversely impacting the safety, security, morale or efficiency of supervision or function of other employees, or in which there may be created an actual or potential conflict of interest or the appearance of a conflict of interest.

- II. A "relative" shall be defined as a son, daughter, brother, sister, parent, grandparent or spouse. Half-relatives, step-relatives, adopted relatives, domestic partners and in-laws are included in these restrictions.
- III. In those cases in which the aforementioned relationships existed as of March 1990, or in which employees marry or acquire a covered relationship, the department head shall be responsible to ensure that work assignments are made so as to avoid conflicts of interest or violation of this policy. If no conflict of interest exists because employees have no working interrelationship, supervisory or evaluative control over one another, no action may be necessary. If conflict exists, such action may include reassignment to another position, work location or work shift within the department. If such reassignment or other alternative

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is not available within the department, the Human Resources Department will be contacted to identify other possible alternatives within other City departments.

The employee is responsible for immediately notifying the department head of an impending marriage or an impending acquired relationship with another employee within the same department.

- IV. No relatives may be hired, transferred or promoted into the same department without the approval of the Director of Human Resources.
- V. The Human Resources Department is responsible for enforcing this policy with assistance of the applicable department.