

Nepotism Policy approved at Committee of the Whole on 9/22/14.

Effective 11/1/14 no person will be hired or transferred (if such transfer can be legally avoided) into any position in City employment in a department where they would at the time of hire or transfer be supervised by a close relative or by someone in whose household they reside; or where a close relative or by someone in whose household is the department director or chief of that department.

Close relative is defined as spouse, child, parent, aunt, uncle, niece, nephew, brother, sister, son-in-law, daughter-in-law, first cousin, stepfather, stepmother, stepbrother, stepsister, stepchild, brother-in-law, sister-in-law, grandparents and grandchildren. Relationships include those through marriage and adoption.

In departments where department heads have right of assignment and promotion, such right shall be used to avoid the supervision of employees by close relatives where possible.

Wherever possible the City shall strive to have contract language that would prevent current employees being in positions where they are supervised by close relatives or by those with whom they live in the same household. The Director of Personnel is directed to continue to negotiate contract language that prevents supervision of relatives at all levels of City employment.

The attached directive to supervisors will be issued by the City Manager immediately and signed off on by current supervisors (as defined in the policy) and will be signed off on by all new supervisory employees.

Supervision is defined as the ability to direct employees by doing any of the following: assigning work, signing time sheets, approving time off, evaluating employees, assessing any level of discipline, or recommending temporary/acting salary increases.