



<b>SUBJECT:</b> Employment of Relatives	<b>EFFECTIVE:</b> January 2008 <b>REVIEWED:</b> May 2011 <b>REVISED:</b> November 2022
<b>CATEGORY:</b> 200 (Personnel) <b>POLICY NUMBER:</b> 200.16	<b>CROSS REFERENCE:</b>

**Purpose**

To ensure compliance with state and federal regulations regarding the employment of relatives.

**Definitions**

**Related Person:** For the purposes of this policy only, with respect to a city employee, a “related person” is a person who meets any one or more of the following criteria:

- The employee’s current or former spouse/partner in a marriage, partnership, or civil union regardless of sex or gender; or
- An individual who is related to the employee in any of the following ways, including via adoption: parent, child, sibling, grandparent, grandchild, uncle, aunt, first cousin, nephew, niece, parent-in-law, child-in-law, sibling-in-law, stepparent, stepchild, stepsibling, or half-sibling; or
- An individual who lives in the same residence as the employee; or
- An individual who receives, directly or indirectly, more than one half of their support from the employee or from whom the employee receives, directly or indirectly, more than one half of their support.

**Scope**

All employees.

**Policy**

Employees or officials responsible for personnel decisions may not show favoritism in decisions toward applicants or employees because the applicant or employee is a related person to the decision-making employee or official. Violations of this policy include the following:

- Holding a position which requires, or enables the employee or official to directly supervise a related person; or
- Evaluating the work performance of a related person; or
- Evaluating the application for employment of a related person; or
- Adjusting an employment relations grievance or complaint of a related person; or
- Taking any action with respect to an individual that, due to being a related person, would violate a federal or state law or rule.

If two (2) employees become related persons as defined in this policy while employed or if due to promotion, transfer, reorganization, or new appointments, the two employees would violate this policy. The employees and the city will jointly attempt to find an alternative work assignment for one or both employees. If no alternative assignment is available within thirty (30) days, one or both employees must resign. If neither resign, both will be subjected to termination.

**Responsibilities**

**Employee:**

- Disclose if the hiring (including participation in the recruitment and selection process) or placement of an employee will violate this policy.

**Supervisors:**

- Notify the HR Director if there is a situation that may violate this policy.