

**Nepotism****1.1.3****PURPOSE**

To provide policy direction regarding the hiring, selection of internships and volunteer opportunities, and supervision of relatives and/or family members.

**SCOPE OF APPLICATION**

This policy applies to all City officers, employees, interns, and volunteers, paid or unpaid.

**DEFINITIONS**

**Immediate Family Members include the following:**

**By Blood, Marriage, Domestic Partnership, or Law:**

- Spouse
- Domestic Partner
- Parent
- Child
- Grandparent
- Grandchild
- Brother
- Sister
- Niece
- Nephew
- Adoptive parent/child relationship
- Uncle
- Aunt
- Great-grandchild
- Great-grandparent
- Father-in-law
- Mother-in-law
- Brother-in-law
- Sister-in-law
- Daughter-in-law
- Son-in-law
- Guardianship relationship

**Supervisor:** An employee with any of the following responsibilities:

- Responsible for, or effectively contributes to, employee's performance appraisal
- Issues low level discipline (oral and documented oral counseling)
- Recommends higher level discipline
- Responds to Step 1 grievances
- Accountable for employee's time (e.g., schedule and/or timesheet approval)

**POLICY**

No employee shall appoint, employ or participate in a hiring decision involving any person within his/her immediate family, nor use his/her position to influence another City employee to hire a member of his/her immediate family. No employee may participate in the selection of a family member for internships and volunteer opportunities. Please refer to policy 3.1.1, titled Hiring Policies in the City Policy Manual.

City employees shall not directly or indirectly supervise an immediate family member. Immediate family members shall not be employed in the supervisory-subordinate relationship

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even if it results from marriage after the employment relation was formed. The supervisor-subordinate relationship shall be interpreted to include all levels of supervisors within the chain of command, not just the immediate supervisor.

All employees shall refrain from intervening in any employment matter involving an immediate family member and shall refrain from involvement in any employment matter which may be viewed as a conflict of interest. This includes the interviewing and selection of family members for internships and volunteer opportunities.

If a reporting relationship or involvement in an employment matter is discovered that is in violation of this policy, the Department Director shall take appropriate action after consultation with the Director of Employee Relations.

For issues pertaining to relationships between non-family members, please refer to the Consensual Sexual or Romantic Relationships section of policy 1.1.1, titled Harassment and Discrimination Policy in the City Policy Manual. Employees who violate this policy may be subject to disciplinary action up to and including dismissal.

Approved:

/s/ Jennifer Schembri  
Director of Employee Relations

January 15, 2019  
Date

/s/ Jennifer A. Maguire  
Assistant City Manager

January 15, 2019  
Date