



Administrative Procedure

SUBJECT: EMPLOYMENT OF RELATIVES

EFFECTIVE: March 7, 2014

I. PURPOSE

The purpose of this procedure is to:

- Identify relationships of employees to avoid the appearance of favoritism;
- Avoid potential situations where nepotism may exist or may be perceived to exist;
- Allow the City Manager, or designee, final approval on all hiring actions where the existence of an established blood, marital, or domestic partner relationship has been identified.

II. SCOPE

This procedure applies to all City employees.

III. PROCESS

To avoid possible conflicts of interest, to promote a favorable work environment and to avoid the appearance of favoritism and patronage, no relative (by blood, marriage, or domestic partner), may be hired without the approval of the City Manager, or designee. The current City application allows for an applicant/employee to disclose if they are related to a current City employee, list the name(s) of the current employees and the relationship. The following steps will be used to ensure the integrity of this process:

- The Human Resources Technician will continue to screen all applications.
- In the event an applicant (or current employee) indicates a relationship to a current City employee on their application, and that candidate is routed to the Hiring Manager, the HR Technician will send an email to notify the Department Director (of the position being applied for). The email will include the title of the position advertised, the name of the applicant, the name of the current City employee, department and position where they work, and the type of relationship to that employee.
- If the applicant (or current employee) selected for the position disclosed a relationship (by blood, marriage, or domestic partnership) to a current City employee, the Department Director (for the position being filled) must submit a memo to the City Manager, or designee, requesting approval to hire. The memo will include the title of the

position advertised, the name of the applicant (or current employee), the name of the current City employee, and the type of relationship to that employee.

- If the City Manager, or designee, approves the selection, the hiring department will be responsible for submitting the approved memo to the Human Resources Department to complete the hiring process.
- The approval memo from the City Manager MUST be received by the designated Human Resource Technician before applicant can be hired.

Questions regarding this procedure should be directed to the Human Resources Department, 361.826.3300