

Council Member _____ introduced the following Resolution, which was seconded by Council Member _____:



RESOLUTION 042224-G

ADOPTING A NONFRATERNIZATION POLICY FOR THE CITY OF ALABASTER, ALABAMA

WHEREAS, Alabama Act 2013-316 amended and updated the City of Alabaster Civil Service System; and,

WHEREAS, said Act requires the Council to adopt the general policies and procedures for the City of Alabaster employees; and,

WHEREAS, the Employee Handbook currently does not contain a nonfraternization and nepotism policy; and,

WHEREAS, the administration and the City Council desire to clearly set out the policy regarding workplace fraternization and nepotism:

THEREFORE, BE IT RESOLVED, that the City Council of the City of Alabaster, Alabama:

1. The Attached Exhibit A, Nonfraternization and Nepotism Policy; is hereby adopted as Section 16.8 of the Employee Handbook.
2. Any portions of the Employee Handbook that may be inconsistent with this policy are hereby repealed to the extent necessary to carry out the intended purposes of this resolution.
3. That the Mayor, City Manager and Department Heads are to establish departmental policies and procedures in conformity therewith.

ADOPTED AND APPROVED THIS 22ND DAY OF APRIL 2024.

ATTEST:

CITY OF ALABASTER

J. Mark Frey, City Clerk

Sophie Martin, Council President

APPROVED:

Scott Brakefield, Mayor

**Nonfraternization & Nepotism Policy
Section 16.8 Employee Handbook**

1. Purpose

The City of Alabaster is committed to maintaining a professional work environment that upholds the highest standards of integrity, fairness, and respect. The purpose of this policy is to establish guidelines regarding relationships between employees to prevent conflicts of interest, avoid favoritism, and ensure a workplace free from harassment and discrimination.

2. Scope

This policy applies to all employees, elected officials, contractors, and volunteers of the City of Alabaster.

3. Definitions

For the purposes of this policy:

Fraternization: Any romantic or sexual relationship between employees, regardless of their respective positions within the organization, where a conflict of interest, power imbalance, or potential for favoritism may exist.

Familial Relationship: Spouse, children (including natural, step and adoptive), parents, step-parents, in loco parentis, and any other individual residing within the employee's household who is a legal dependent of the employee for income tax purposes are considered familial relationships for the purposes of this policy.

4. Prohibited Relationships

Supervisor-Subordinate Relationships: Romantic or sexual relationships between a supervisor and a subordinate employee are strictly prohibited. This includes relationships between elected officials and their direct employees.

Relationships with Contractors/Vendors: Romantic or sexual relationships between employees and contractors or vendors doing business with the City of Alabaster are prohibited if such relationships could influence business decisions or create the appearance of impropriety.

Familial Relationships: While not prohibited, familial relationships between employees or between employees and contractors should be disclosed to Human Resources to ensure appropriate measures are taken to prevent conflicts of interest or favoritism. Family members may not supervise other family members or work on the same shifts as other family members.

Department heads and elected or appointed officials: Department heads, elected officials, and appointed officials may not have familial members as defined in this policy employed by the city full or part-time regardless of the respective department to avoid conflict of interest, power imbalance and or potential for favoritism, with the exception of temporary internships.

Flirting and Similar Behavior: Flirting, suggestive comments, gestures, or physical contact of a romantic or sexual nature, whether welcome or unwelcome, are not permitted in the workplace. Such behavior can create a hostile work environment and may lead to disciplinary action.

5. Reporting Procedures

Employees who become aware of any violations of this policy are encouraged to report them promptly to their immediate supervisor, Human Resources, or another appropriate authority. Reports will be treated with confidentiality to the extent possible, and retaliation against individuals who report violations in good faith will not be tolerated.

6. Consequences of Violation

Violation of this policy may result in disciplinary action, up to and including termination of employment or termination of contract. The severity of the consequences will depend on the nature and circumstances of the violation.

7. Non-Retaliation

The City of Alabaster prohibits retaliation against individuals who report violations of this policy in good faith. Any acts of retaliation will be subject to disciplinary action.

8. Training and Awareness

The City of Alabaster will provide awareness to all employees to ensure understanding of this policy and its importance. New employees will receive awareness upon hire, and provided periodically.

9. Exceptions

Exceptions to this policy may be granted in rare and extenuating circumstances, subject to approval by the Mayor upon recommendation of the Personnel Director. Requests for exceptions must be submitted in writing to the Personnel Director and will be evaluated on a case-by-case basis.

10. Review and Amendment

This policy will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

Acknowledgment

I acknowledge that I have received a copy of the City of Alabaster Nonfraternization Policy and understand its provisions. I agree to comply with the policy and understand that violations may result in disciplinary action, up to and including termination of employment.

Employee Signature: _____ Date: _____