

Chapter 3 Employment

Nepotism Policy

Policy 3.1.0

The City of Grand Rapids selects the best qualified person for each available position from among applicants who have proper qualifications or credentials. The administration of this policy is an important responsibility of each City department.

The City will not employ two members of the same immediate family under any one of the following circumstances:

- Where one employee would supervise or have the authority to appoint, remove, or discipline a member of his/her immediate family. Supervision will include, but not be limited to, all direction and control of work; performance appraisal, determinations with regard to merit pay, promotions, transfers, leaves of absence, paid time off, and all disciplinary actions.
- Where one employee will be responsible for auditing the work of another member of his/her immediate family.
- Where there is a potential appearance of inappropriate influence.
- Where the confidentiality of the City may be compromised.

This policy shall not only include looking at the reporting relationship of the immediate family members at the time of initial hiring, but continued review of their responsibilities as they may be promoted, transferred, or when a conflict of interest exists.

As circumstances may change, proper interpretation, consideration, and transfers may be required. If such transfers are in order, one of the employees will be reassigned as soon as reasonably practical. The City Administrator, Human Resources Officer, and department head will make the decision regarding who will be reassigned, and the nature of such assignment, will depend upon the availability of positions for which the affected employees are qualified.

Immediate Family Member Defined: The term “immediate family” when used in this policy shall mean any two or more individuals who reside in the same dwelling unit or who are related to each other by blood, marriage, or adoption. An immediate family member is defined as the following relatives of either the employee, the employee’s spouse, the elected or appointed official, or the elected or appointed official’s spouse:

- Parent or Parent-in-Law
- Stepparents and/or Legal Guardians
- Brother or Sister

- Brother-in-Law or Sister-in-Law
- Child
- Son-in-Law or Daughter-in-Law
- Stepchild
- Grandchild
- Grandparent
- Aunt or Uncle
- Niece or Nephew

This policy shall not apply to the hiring of paid on-call firefighters.

Approved by City of Grand Rapids City Council on _____,

