



ADD: EMPLOYMENT OF RELATIVES/FAMILY MEMBERS			
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I. PURPOSE

The Town of Palmer Lake is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or opposition to the employment of relatives.

II. POLICY

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into working relationships, the Town of Palmer Lake will hire relatives of persons currently employed only if:

- Candidates for employment will not be working directly for or supervising a relative; and
- Candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current and future employees and candidates for employment.

A family member is defined as one of the following: spouse, parent, step parent, child, step child, grandparent, grandchild, brother, brother in law, sister, sister in law, uncle, aunt, nephew, niece, first cousin, or in-law (father, mother, son, daughter).

III. PROCEDURE

Prior to any employment offer, the immediate supervisor is responsible for ensuring policy compliance. If any employee, after employment, enters one of the above relationships, one of the affected employees must seek a transfer or change in reporting. Employees are responsible for reporting any change in relationships with another employee to their supervisor. Department supervisors are responsible for reporting and supporting reassignment of employees.

No exception to this policy will be made without written consent of the Town Administrator.