

E. SUPERVISION OF RELATIVES/NEPOTISM

For the protection of the City's assets and development and maintenance of an equitable working environment, the City limits the employment, volunteering, interning, hiring, promotion, and transfer rights of persons who have an immediate family member employed by the City or serving as an elected official of the City.

For purposes of this policy, immediate family member includes anyone in the direct relationship by blood or marriage up to and including first cousin. Included are spouse, parent, child, sibling, grandparent, grandchild, uncle, aunt, niece, nephew, and first cousin of the employee or the employee's spouse or any person residing in the employee's household.

No immediate family member of a current employee or elected official will be hired, where such personnel action would result in:

- A direct or indirect reporting relationship between family members; or
- Immediate family members would be working in the same department or unit, and one would be responsible for auditing, controlling, or reviewing the work of the other; or
- Any situation where the employment of the two family members would result in the possibility of fraud.

A Department Head, or the Mayor if the department head is the one with the family connection, may apply to the Ethic's Committee for an exception to an indirect reporting relationship between immediate family members should they determine that the applicant would be the preferred candidate to hire. The Ethic's Committee shall determine if the candidate's relative has had any involvement in the hiring decision and may interview the candidate or any other applicants for the position to determine if they believe the candidate to be the best candidate for the position. If the Ethic's Committee believes the candidate's relative has had any involvement in the hiring decision the candidate will be disqualified for the position by the Ethic's Committee.

If an immediate family member is hired within the same department as a supervisor or department head, the supervisor or department head will abstain from any and all performance reviews and writeups involving the individual. Any interference with the reviews and writeups shall be reported to the City Attorney and Ethic's Committee for evaluation. If interference is determined to have occurred it will lead to disciplinary action up to and including termination.