



POLICY AND PROCEDURE MEMO

SUBJECT:

ANTI-NEPOTISM POLICY

NO. 2.001

DATE: 6-5-13 Approved

D. W. Fritzsche

CITY MANAGER

I. STATEMENT:

II DEFINITIONS

- (a) "Family Members" are all spouses, parents, siblings, grandparents, mothers/fathers in-law, siblings' in-law, children, stepchildren, grandchildren, aunts, uncles, nieces, or nephews.
- (b) "Close relationships" include domestic partners, couples who are engaged to be married, boyfriends, girlfriends, roommates, and other close relationships which, in the judgment of the City, could trigger one or more of the concerns referenced within this policy and procedure.

III. PROCEDURE

- 1. Situations involving family members and other close relationships can be awkward to other employees and strain effective management supervision, safety, security, morale, and relationships. The City believes it is best to avoid hiring members of employees' families and others with whom an employee has a close relationship into regular full-time or regular part-time positions in the same department where the employee is employed or to contract for services with family members or others with close relationships to do work for the City in the same department where the employee is employed.
- 2. This policy shall apply to anyone employed in any full-time or part-time capacity by any department of the City, and the policy applies to the employment of an employee's family member or another with whom the employee has a close relationship within the same department.
- 3. It is unacceptable to have an employee's family member or another with whom the employee has a close relationship work in the same department as the employee, even if they would be separated by another employee in the reporting chain of command.
- 4. It is acceptable to have an employee's family member or another with whom the employee has a close relationship working in a City department that is separate from and has no reporting relationship with the employee's department.



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5. All situations that violate this policy must be disclosed to the City Manager. All current situations that exist upon adoption of this personnel manual shall be grandfathered.

IV. EXCEPTION

If deemed in the best interest of the City, the City Manager shall have authorization to override this Policy and Procedure.

- END OF PROCEDURE-