

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REV	EFFECTIVE DATE	SUPERSEDES	PAGES
Employment of Relatives	A-5		June 6, 2000		1 of 1
Prepared By: Policy Review Committee				Approved By: Edward A. Wyatt City Manager	

1.0 Purpose

To minimize employee relations problems pertaining to hiring of relatives.

2.0 Policy

Applicants will not be hired and employees will not be placed into positions if the result would be that:

- 2.1 One person would be supervised by or be in the chain of command of a relative.
- 2.2 One person would participate in making, or advising on, employment decisions concerning a relative;
- 2.3 One person would be employed in the same department or division as a relative and, if for reasons of supervision, morale, safety or security, it is determined that the work involves potential conflicts of interest or hazards greater for relatives than for non-relatives;

3.0 Scope

All city employees are covered by this policy.

4.0 Definitions

Relatives: Includes spouse; a spousal type relationship which has not been legally certified; parent (includes foster, step, in-law); sibling (includes foster, step, adoptive and in-law); children (includes adoptive, foster or step); grandparent or grandchild; aunt or uncle; niece or nephew; and any other relative living in the same household as the employee.

5.0 Rules/Procedures

- 5.1 Employees who are working for the City prior to the effective date of this Policy under circumstances which would violate the provisions of section 2.0 above, will not have their employment circumstances modified on account of this policy provided these circumstances do not, in the judgment of the City, create a problem of supervision, morale, safety or security. Should one of these employees become separated from employment by the City and later reapply, he/she will not be eligible for reinstatement or rehire in circumstances which would create a violation of section 2.0 of this policy.
- 5.2 Employees of the City who become relatives after the effective date of this policy and work in circumstances which violate the provisions of section 2.0 above will be subject to this regulation. In such circumstances, the City will make reasonable efforts to reassign job duties so as to minimize problems of supervision, safety, security or morale.

If no reasonable effort will alleviate the problem of supervision, safety, security or morale, the City will determine whether, and under what circumstances, an employee may be permitted to remain in his/her current position. In applying this paragraph, the City will choose which of the employees will be affected, with primary consideration given to the operational needs of the City, including interests of economy, efficiency and effectiveness, and giving consideration to the work history and seniority of the employees affected. Provided however, if two employees become related through a spousal or spousal type relationship, the employee whose action creates the relationship will be the one affected.

- 5.3 Employees are responsible for advising their supervisor if they are related to another employee.