

**STANDARD PROCEDURE**

**CITY OF WILSON**

**PERSONNEL MANUAL**

<b>SUBJECT</b>	<b>NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>SUPERSEDES</b>
Employment of Relatives	A-5	April 15, 2010	

Prepared By: Policy Review Committee

Approved By: Agnes M. Speight, Assistant City Manager 

**1.0 PURPOSE**

The purpose of this policy is to establish uniform practices regarding the employment (including regular, contractual, and temporary) of relatives in the City of Wilson. The intent of this policy is to prevent the appearance of partiality in the hiring, promotion, demotion, reassignment, and transfer of employees, thereby limiting the negative effect on morale and the appearance of impropriety.

Pre-existing employment relationships falling within the purview of this policy will be permitted to continue; however, that exception does not apply to promotions, reassignments, and transfers after the effective date of this policy, which are governed by this policy.

**2.0 DEFINITIONS**

For the purposes of this policy relative is defined as:

- 2.1 Spouse of employee;
- 2.2 Parent or grandparent of employee or spouse or anyone who took the place of a parent or grandparent, including step-parents and step-grandparents;
- 2.3 Child of employee or spouse, including step-children and current foster children;
- 2.4 Sibling of employee or spouse, including step and half-siblings;
- 2.5 Aunt or Uncle of employee or spouse;
- 2.6 Niece or Nephew of employee or spouse;
- 2.7 First cousin of employee or spouse; or
- 2.8 Brother-in-law, sister-in-law, son-in-law, or daughter-in-law of employee or spouse.
- 2.9 Any person whom the City of Wilson, in its sole discretion, believes has a relationship with a current employee of the City of Wilson that may impair direct reporting judgment.

**3.0 SCOPE**

This policy applies to all full-time permanent and permanent part-time in all departments. Some temporary/seasonal positions may not be subject to this policy.

**4.0 Procedure**

The City of Wilson encourages, and stresses the importance of, the recruitment, selection, and advancement of employees on the basis of demonstrated work, knowledge, skills, and abilities. If relatives meet the established requirements for job vacancies based on their qualifications and performance, and then they are eligible for employment with the City of Wilson with certain restrictions.

**4.1 PROHIBITED EMPLOYMENT RELATIONSHIPS**

A supervisor-subordinate relationship shall not occur at the time of employment or thereafter, nor shall a relative assume for the other the role of advocate with respect to conditions of employment, promotion, demotion, reassignment, or transfer.

4.2 In the event a family relationship between two employees is created during employment, the department head, in consultation with the Human Resources Department, shall ensure that a supervisor-subordinate relationship does not exist. In the event such a relationship does exist, the City of Wilson will work with the department head to evaluate potential alternative positions, but is under no obligation to create such positions if none is available. If no viable alternative is found, one or both of the employees' employment with the City of Wilson will be terminated.

4.3 With the exception of some temporary/seasonal positions, under no circumstances shall relatives of a City Council Member be eligible for employment with the City of Wilson. (See City Code, Section 30 Personnel, 3-8 Employment of relatives of the mayor and members of city council)

4.4 Relatives shall not work for the same supervisor without prior approval of the Human Resources Director.

4.5 The City shall not hire or move individuals with relatives employed by the City of Wilson into positions where they work with or have access to sensitive employee information, including but not limited to, Human Resources and Financial Services positions.

**5.0 EMPLOYEE RESPONSIBILITIES**

All applicants for employment with the City of Wilson are required to disclose the names of relatives currently employed by the City, as indicated on the employment application. Current employees are required to disclose any prohibited employment relationship that may be created due to the promotion, demotion, reassignment, or transfer of the employee. Failure of the employee to provide this information may be grounds for the termination of employment.

**6.0 INTERPRETIVE AUTHORITY**

The City of Wilson Human Resources & Risk Services Department, in consultation with other parties as appropriate, is responsible for the interpretation of this policy.