



**Policy Purpose**

This policy reiterates requirements found in City Ordinances 2.52.210, 2.52.220, and 2.52.230.

- I. Recommending or hiring relatives is prohibited.
  - a. No city employee may hire or recommend the hiring of an applicant who is also a relative to the employee, to any position of employment with the city, if the applicant will be directly supervised by the employee or the employee has direct authority to process, review or affect the salary or other compensation and benefits of the applicant, except as follows:
    - i. The applicant is subject to the civil service laws which cover employment in the police and fire departments; or
    - b. The applicant is an unpaid volunteer. (Ord. 21-97 § 1, 1997)
- II. Direct supervision or direct involvement regarding compensation and benefits of relatives is prohibited.
  - a. Applicants/Employees: No applicant for a position of employment with the city and no employee may accept or retain employment or a position with the city if the applicant or employee will be under the direct supervision of a relative or a relative has direct authority to process, review or affect salary or other compensation and benefits of the applicant or employee except as follows:
    - i. The applicant or employee is subject to the civil service laws which cover employees in the police or fire departments; or
    - ii. The applicant or employee is an unpaid volunteer.
  - b. Direct supervision of relatives or direct involvement regarding relatives' compensation and benefits: no employee may directly supervise another employee who is a relative or have direct authority to process, review or affect the salary or other compensation and benefits of an applicant or employee who is a relative except as follows:
    - i. The employee to be supervised or whose compensation may be affected is subject to the civil service laws which cover employment in the police and fire departments; or
    - ii. The employee to be supervised or whose benefits may be affected is an unpaid volunteer. (Ord. 21-97 § 1, 1997)
- III. Relatives involved in city financial control procedures are prohibited from working together.
  - a. Applicants or employees may not be hired, promoted or reassigned to a position with the city if the applicant or employee would, as a result of the hiring, promotion, or reassignment, be directly involved in financial control procedures of the city with an employee who is a relative. (Ord. 21-97 § 1, 1997)

Current References:

Ordinances 2.52.200, 2.52.210, 2.52.220 and 2.52.230

Approved and passed this 31<sup>st</sup> date of December, 2016