

## **Nepotism Policy**

In situations where family members are supervised by each other it is important for supervisors to avoid even the appearance of impropriety. As in all supervisory situations favoritism, harassment, and any other inappropriate supervisory behavior cannot be tolerated.

In all situations where a family member is supervised by another family member, the department head or supervisor when issuing discipline or adjudicating a grievance shall meet with the Director of Personnel and follow any recommendation.

In situations where it would be inappropriate for the supervisor or department head to discipline someone, such a violations that may be cause for suspension or termination, another supervisor or the Director of Personnel shall act in their capacity at such meeting.

Any supervisor who enters into a romantic relationship or cohabitates with a subordinate must disclose such relationship within 30 days to the Director of Personnel.

At no time shall a Department Head make a decision to promote their family member without disclosing the relationship and getting approval from the Director of Personnel

In situations where a department head has discretion over appointments, they shall use such discretion in a way that does not cause family members to be supervised by each other.

Any complaints regarding nepotism should be immediately reported to the Director of Personnel or City Manager and will be promptly investigated.

Failure to follow the above rules may be cause for discipline up to and including termination

Family member / close relative is defined as spouse, child, parent, aunt, uncle, niece, nephew, brother, sister, son-in-law, daughter-in-law, first cousin, stepfather, stepmother, stepbrother, stepsister, stepchild, brother-in-law, sister-in-law, grandparents and grandchildren. Relationships include those through marriage and adoption.