

# CITY OF COMMERCE

## ADMINISTRATIVE POLICIES

### NEPOTISM

#### 1.0 PURPOSE

To establish a policy for the employment of immediate relatives in order to assure the reality and appearance of fairness in the best interest of the City.

#### 2.0 POLICY

It is the City's policy that immediate relative will not be employed in positions where:

- 2.01 One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other.
- 2.02 One relative would be responsible for auditing the work of another.
- 2.03 The City Manager may apply the nepotism prohibition in cases where other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.
- 2.04 Where business necessity requires the limitation of employment opportunity of spouses, the means chosen to meet the business necessity will be those which have the least adverse impact on spouses or members of either sex. For example:

The exclusion should be limited to the job, work crew, shop or unit where the reason for exclusion exists, and should not bar the person from the whole work force. When it is necessary to exclude a person because of what his or her spouse does, then the employees will be asked to determine which spouse will keep the job. The City may require one spouse to quit sixty (60) days after marriage if they become in violation of this policy and a mutually agreeable solution cannot be reached between the City and the employee.

#### 3.0 DEFINITIONS

- 3.01 Immediate Family. Includes spouse, child, parent, brother, sister, grandparents, parent-in-law, daughter-in-law, son-in-law, grandchildren, step-child, step-brother, step-sister, step-parent, or first cousin.
- 3.02 This policy will also apply to persons related by blood or marriage residing in an employee's home. It will also apply to any person with whom you have a personal relationship with.

EFFECTIVE: 06-01-97

LAST REVISED: 07-06-04

CITY MANAGER APPROVAL:

Bill Ship

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