

Nepotism Policy

- 1.0 POLICY STATEMENT:** This policy establishes and communicates nepotism requirements.
- 2.0 PROCEDURES:** Two members of an immediate family shall not be employed at the same time, regardless of the administrative department, if such employment will result in an employee supervising a member of his immediate family.
- 2.1 Immediate family is defined as wife, husband, mother, father, brother, sister, son, daughter, grandchildren, stepmother, stepfather, in-laws, uncles, aunts, nieces and nephews.
- 2.2 This policy applies to promotions, demotions, transfers, reinstatements, and new appointments. *The provisions of this section shall not be retroactive.
- 2.3 No action is to be taken concerning those members of the same family employed at the same time of the adoption of these rules.
- 3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

M. Denis Peterson
City Manager

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