

Section Name: Employee Relations  
Section Number: 400  
Policy Number: 015  
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Effective Date: December 7, 2009  
Date of Revision:

Subject: Nepotism

1. Purpose: The purpose of this policy is to establish procedures in an effort to avoid the hiring, transfer, or promotion of relatives of employees into situations where the possibility of favoritism or conflicts of interest might exist.
2. Statement of Policy:
  - 2.1 The City of Monroe permits the employment of a qualified relative of an employee, provided neither person is employed in a capacity or circumstance such that one person's terms and conditions of employment (e.g. work responsibility, salary, career progress, discipline, etc.) can be influenced by the other person. For purposes of this policy, "relative" is defined as a spouse, child, step-child, parent, step-parent, brother, step-brother, sister, step-sister, grandparent, grandchild, parent-in-law, or members of household.
  - 2.2 The circumstances involved in the employment or anticipated employment of a relative of an employee must be reviewed and approved, in writing, by the City Manager. This review and approval must occur prior to the employment of the relative for new hires. If employees become relatives while both are employed by the City, or the City learns that two employees are relatives after the employees have already been hired, then the review and approval must occur within thirty (30) days of the City learning that the employees are, in fact, relatives. Thereafter, all changes in the employment of employees, who are relatives must be similarly reviewed and approved, in writing, prior to the change becoming effective, e.g., promotion into a position that would place that person in a supervisory relationship with another close relative.
3. Definitions: Relative is defined as a spouse, child, step-child, parent, step-parent, brother, step-brother, sister, step-sister, grandparent, grandchild, parent-in-law, or members of household.
4. Application: This policy shall apply to all departments of the City of Monroe.
5. Responsibility: The City Manager and the Human Resources Director are responsible for the administration of this policy.
6. Administrative Procedure:
  - 6.1 Before relatives are employed or transferred within the City, a request for such employment or transfer must be submitted in writing to the Human Resource

Department and the City Manager for review and approval. The Department, which seeks to hire the relative of an existing employee, or the Department, into which a relative is transferring, is responsible for making the request. If employees become relatives while both are employed by the City, or the City learns that two employees are relatives after the employees have already been hired, then each Department in which a relative is employed is responsible for submitting a request.

- 6.2 The City reserves the right to exercise its business judgment, through the City Manager, and consistent with Section 2.1 of this policy, in determining whether or not to approve a request for the employment or transfer of relatives.
- 6.3 If the City Manager denies the request for employment or transfer of a relative, the relative shall not be hired or shall not be transferred, as the case may be unless otherwise approved by City Council.
- 6.4 If the City Manager determines that Section 2.1 of this policy is violated by (a) the employment of relatives who become related while both are employed by the City, or by (b) the employment of employees whom the City learns are relatives after the employees have already been hired, then one or more of the relatives shall voluntarily apply for transfer or resign employment in order to eliminate the circumstance(s) causing the violation of Section 2.1. If none of the relatives volunteer to transfer or resign, then the employee(s) with the least total amount of time of employment with the City shall be transferred or their employment terminated within thirty (30) days of the determination that Section 2.1 has been violated. The City will exercise its good faith judgment in placing affected employees in vacant positions for which they are qualified, but if no alternative placement is available, in the sole discretion of the City Manager, then the least senior employee(s) shall be terminated in order to eliminate the circumstance(s) causing the violation of Section 2.1.
- 6.5 Applicants for employment with the City or current employees of the City are responsible for notifying the City about details of their relationship to other employees of the City, if that relationship is one or more of those described in Section 2.1. Applicants for City employment must identify their relationship to other employees of the City on their application form. Current employees of the City must notify the Human Resource Department of their relationship to other employees of the City within 14 work-days of the adoption of this policy or upon becoming relatives as described in Section 2.1. The failure of an employee to comply with this Section will be grounds for disciplinary action up to and including termination of their employment.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, December 7, 2009.

Revised pursuant to action of the Monroe City Council, dated \_\_\_\_\_.