

DATE: September 20, 2005

TO: Mayor and Administrative Managers

FROM: Stephen T. Nenonen, City Administrator

RE: Nepotism Policy

It is well accepted that employment of relatives in the same area of an organization can cause significant conflicts and problems with favoritism and employee morale. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions concerning work assignments, transfer opportunities, performance evaluations, promotions, demotions, disciplinary actions, and discharge. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

It is the City's policy that relatives of persons employed by the City may be hired, promoted, assigned or transferred into positions only if they will not be working for or supervising a relative. This policy will be broadly interpreted in a manner that will address the issues stated above. The higher a position held by a relative in an organization, the broader the scope of supervision applicable to that relative.

For the purpose of this policy, a relative is defined as spouse, parent, grandparent, child, brother, sister, brother- and sister-in-law, father- and mother-in-law, stepparent, stepbrother, stepsister, stepchild, aunt, uncle, niece or nephew.