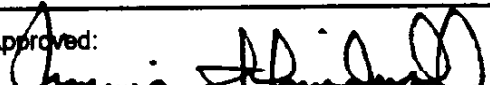


## Department of Public Works and Engineering

<b>Subject:</b>  <b>HIRING OF RELATIVES</b>	<b>Departmental Policy</b> <b>3-10</b>	
	<b>Effective Date: Upon Approval</b>	
<p><b>I. Purpose</b></p> <p>To define the Department's position on the hiring of relatives.</p> <p><b>II. Scope</b></p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p><b>III. Policy</b></p> <p><b>Policy Basis: COH Policy 104.0 August 22, 1983</b></p> <p>It is the policy of the Department of Public Works and Engineering to discourage the hiring of relatives of existing employees under circumstances as outlined below.</p> <p>As stated in Mayor's Policy #104.00 Hiring of Relatives, "relative" will be defined as brother, sister, parent, child or stepchild, grandparent, nephew, niece, first cousin, grandchild, and/or their spouses; or a spouse or brother, sister, parent, child, stepchild, grandparent, nephew, niece, or first cousin of that spouse, or any family member of the same household.</p> <ol style="list-style-type: none"><li>1. No employee will supervise, give administrative direction to, or otherwise be supervised by a relative.</li><li>2. Applicants for new employment, transfer, or promotion will be ineligible for certification to a position where such a family relationship may or may be caused to exist.</li><li>3. No employee and relative(s) thereof will report to the same immediate supervisor;</li><li>4. Within departmental areas concerned with the intake and/or accounting of cash, checks, or other negotiable instruments, the hiring of relatives will be strictly prohibited as a security measure;</li></ol>		
<b>Approved:</b> 	<b>Date Approved:</b> 8-1-85	<b>Page 1 of 2</b>

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5. Where two or more line authority signatures are required in the processing and/or approval of any given City document(s), relatives will not sign in any consecutive order;
6. Unless in response to emergency situations involving matters of the police and fire departments, it will be considered a conflict of interest when an employee's job duties place the employee in a position of having to conduct official City business of any kind with a relative, be that relative a private citizen or another City worker. In any such case it will be the responsibility of the affected employee to advise his or her immediate supervisor of the conflict of interest and request appropriate reassignment.

Examples might be a building inspector inspecting an uncle's building or a health inspector inspecting a brother's restaurant.

7. It will be in keeping with the limits of this policy for a Department/Division Director to place whatever other restrictions on the hiring or placement of relatives as may be deemed necessary to affect the most efficient and security sound functional operation of the department, up to and including total prohibition.
8. "Relative" relationships impacted with the effectuation of this policy should be brought to the attention of the Director of Personnel for review and recommended course of action.

### VI. Compliance

All employees through the Department/Division Director will comply from policy date forward.

Adherence to the above is mandatory. Any employee who fails to notify the Department or falsifies his or her application regarding this matter will be subject to indefinite suspension.

Subject:

**HIRING OF RELATIVES**

Department Policy **3-10**

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