ADMINISTRATIVE DIRECTIVE

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I. PURPOSE

To state the policy regarding employment of relatives, family members and members of the same household.

II. POLICY

City employees are prohibited from hiring, selecting for hire, promoting or selecting for promotion a relative or family member. City employees shall not work for, suggest, arrange or be a party to the hiring or promotion of a relative or family member.

City employees shall not directly or indirectly supervise a relative or family member. Whenever a reporting relationship is identified as contrary to the provisions of this directive, the Department Director, after consultation with the Human Resources Director and City Attorney, shall take appropriate action to resolve the matter.

All employees shall refrain from intervening in any employment matter involving a family member and shall refrain from involvement in any employment matter which may be viewed as a conflict of interest. Conflict of interest is covered in Administrative Directive 2.02-14, Ethics and Conflicts of Interest.

Supervisors who violate this policy are subject to disciplinary action, up to and including termination.

III. DEFINITIONS

A. **Relative** – Relative means the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half-blood and their spouses, and the parent, brother, sister, or child of a spouse and any person related by affinity (marriage) or consanguinity (blood) within the third degree.

B. **Family Member** – Family member means domestic partner, court appointed legal guardian, individual who has acted as a parent substitute, and anyone living in the same household.

C. **Supervisor** – Any employee having authority to exercise independent judgment to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to direct them, or to adjust their grievances, or effectively to recommend such action.

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Appendices None

References
2.01-12A Civil Service Open and Competitive Recruitment, Examination Certification and Appointment
2.02-5 Rules of Conduct
2.02-14 Ethics and Conflicts of Interest
A.R.S. §38-481

Review Responsibility and Frequency The Director of Human Resources will review this directive annually, based on date of publication

Authorized

City Manager

11/15/10
Date