

	Administrative Regulation	
	Policy#	14.3
	Effective:	12/04/2015
	Revised:	02/06/2024
Hiring of Family Members		Owner: Human Resources

**Note:** Terms in **bold** and *italics* throughout this policy are defined below.

## PURPOSE:

Supervisors must maintain impartiality in carrying out their duties, and employees must have confidence in that impartiality. The appearance of impartiality is as important as actual impartiality in how supervisory duties are performed.

## SCOPE:

This regulation applies to all **employees** of the City.

## POLICY:

Relatives of current employees, as well as individuals involved in an emotional and/or physical relationship with a current employee, are eligible for hire with the City. All applicants will be subject to the same selection process, job requirements, and evaluation criteria as any other candidate. However, individuals will not be hired or promoted into positions where a **family** member (as defined by Oregon law), or a person with whom they are in an emotional and/or physical relationship, would fall under their direct line of supervision or vice versa.

## PROCEDURE:

### 1. General Rules

- 1.1. Appointments, transfers, and promotions shall be based on merit as determined by job-related qualifications. Favoritism toward candidates who are related to, or influenced by, individuals involved in the selection process is prohibited.
- 1.2. Employees with a familial relationship with an applicant must disclose the relationship to Human Resources if they are able to influence the hiring process. Employees may not bind the City to an employment relationship with a family member unless authorized to do so.
- 1.3. No **Appointing Authority** shall hire, promote, or transfer an individual, and no supervisor, manager, or director shall recommend such action, if the action would:
  - 1.3.1. Constitute a violation of the conditions of eligibility for receipt by the City of financial assistance from the government of this State or the United States.

- 1.3.2. Place the individual in a position of exercising supervisory, appointment, or grievance adjustment authority over a family member.
- 1.3.3. Place the individual in a position of being subject to a family member's supervision or grievance adjustment authority.
- 1.4. Nothing in this administrative regulation should be construed to prevent the employment of more than one member of a family in the same department provided:
  - 1.4.1. Employment is based upon merit principles,
  - 1.4.2. No member of the employee's family influenced selection by the Appointing Authority,
  - 1.4.3. No family member would be placed in a supervisory role over the prospective employee, and
  - 1.4.4. No other violations of this administrative regulation would occur.

## **2. Effect of Familial Relationships**

- 2.1. If the City determines that a supervisory relationship violates this policy due to a familial relationship, the City and the affected employees may work collaboratively to identify a transfer option for one of the employees.
  - 2.1.1. If no alternative position is available, the City may attempt to restructure the supervisory relationship to prevent any direct or indirect supervision between the employees. Any restructuring requires the preservation of appropriate accountability and supervision over both employees.
- 2.2. If no acceptable solution can be identified, one of the employees must resign within 180 days of being notified by the City.
  - 2.2.1. The City may opt to change the supervisory reporting relationship during the interim 180-day period to maintain impartiality.
  - 2.2.2. The City reserves the right to terminate one or both employees if necessary.
- 2.3. If two employees become related, the City Manager and the Human Resources Director, in consultation with the department director, will determine what action is required. Questions relating to specific situations can be addressed to Human Resources.

## **DEFINITIONS:**

1. ***“Appointing authority”*** is any person vested with the authority to employ a person in a position in the City service.
2. ***“Employee”*** is any employee, volunteer, or intern.
3. ***“Family”*** includes the employee’s spouse, domestic partner, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, guardian, individuals acting in loco parentis, individuals living in the same household, aunt, uncle, niece, nephew, stepparent, or stepchild.

## **RESOURCES:**

### *Administrative Regulation:*

1. [Workplace Relationships](#)