

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

Purpose:

It is essential that supervisors maintain impartiality in carrying out their duties and it is also important that employees have confidence in that impartiality. Therefore, the appearance of impartiality is as important as the actual presence of impartiality in the manner in which a supervisor carries out those duties.

Scope:

This regulation applies to all employees of the City.

Policy:

Relatives of current employees and individuals involved in an emotional and/or physical relationship with a current employee are eligible for hire at the City subject to the same selection process and job requirements and will be evaluated in the same manner as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an emotional and/or physical relationship would fall under the direct line of supervision of the other family member or partner.

Procedure:

1. General Rules

- 1.1. Appointments, transfers, and promotions to positions shall be based on merit as determined by a comparison of job-related qualifications. Discrimination in favor of candidates who are related to persons involved in, or has an effective influence upon, the selection of those candidates is prohibited. Employees may not bind the City to an employment relationship with a family member unless authorized to do so.
- 1.2. Employees with a familial relationship with persons applying for City jobs shall disclose the relationship with human resources if they are in any position to influence the outcome of the hiring process.
- 1.3. No Appointing Authority shall hire, promote, or transfer an individual and no supervisor, manager, or director shall recommend the same if such action:

- 1.3.1. Would 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. Would place the individual in a position of exercising supervisory appointment or grievance adjustment authority over a member of the individual's family.
- 1.3.3. Would 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 as 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 position of supervising that 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 the supervisory relationship based on a familial relationship is prohibited by this policy, the City and the employees may work collaboratively to look for a transfer option for one of them.
 - 2.1.1. If no alternative position is available, the City may attempt to change the supervisory relationship, so that employees involved do not exercise direct or indirect supervisory functions over one another. Any restructuring requires the preservation of appropriate accountability and supervision over both employees.
- 2.2. If the City finds no acceptable solution, one of the two 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 in order to maintain impartiality.
 - 2.2.2. The City retains the right to terminate one or both employees.

- 2.3. If two employees become related, the City Manager or the department director together with the Human Resources 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”* is 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, persons acting in loco parentis, guardian, persons in the same household, aunt, uncle, niece, nephew, stepparent or stepchild.
4. *“Nepotism”* is the exercise of preferential practices based upon familial or personal romantic relationship rather than merit.

Resources:

Administrative Regulation:

1. [Workplace Relationships](#)