

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-15-09 LGL 2005-0042
TITLE: NEPOTISM EFFECTIVE DATE: JULY 15, 1986 REVISION EFFECTIVE DATE: July 3, 2015	

1.0 GENERAL

1.1 Employment decisions not only must be fair, they also must give the appearance of being fair. Even assuming that supervisors could objectively hire their relatives from a field of candidates, there would remain the appearance of a lack of objectivity. Likewise, even if supervisors believe they can supervise their relative objectively, experience has shown that supervisors tend to be either too lenient or too strict with their relatives compared with their other subordinates. Moreover, other employees may feel undue pressure to be more on guard around a co-worker who is related to the supervisor than around other co-workers. This policy is based upon a need to avoid actual or perceived conflicts of interest and improper influence or behavior.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

- 2.1 This policy shall apply to all City departments and divisions.
- 2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

### 3.0 REFERENCES

SMC 01.04A

### 4.0 DEFINITIONS

4.1 "Relative" includes spouse, grandparent, parent, stepparent, foster parent, brother, sister, half-brother, half-sister, stepbrother, stepsister, child, stepchild, foster child, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law.

### 5.0 POLICY

5.1 This policy applies to the appointment, supervision, direction, discipline or removal of permanent, project, seasonal and temporary employees and outside vendors. Inquiries about seasonal and temporary summer employment do not constitute a violation of this policy.

5.2 Managers, supervisors, forepersons and others with authority or practical authority shall not appoint, supervise, remove or discipline a relative, nor shall they advocate that their relative be appointed, disciplined or removed to one with authority.

### 6.0 PROCEDURE

6.1 If there is no supervisory responsibility involved, relatives may work in the same department. If the employee is a supervisor, but not an appointing officer, a relative may work in the same department, but not under the immediate supervision of the employee.

6.2 Appointing officers may not appoint their relatives, or have their relatives working under their jurisdiction, even if no direct supervision occurs or would occur. Requests for exceptions to this rule must be submitted to the Human Resources Department with final approval by the Mayor.

6.3 Employees who marry, have a romantic relationship with each other, or become members of the same household may continue in their present positions so long as there is not a direct or indirect supervisor/subordinate relationship between such employees or an actual conflict of interest or the appearance of a conflict of interest.

7.0 RESPONSIBILITIES

7.1 The Human Resources Department shall be responsible for administering this policy.


8.0 APPENDICES

None

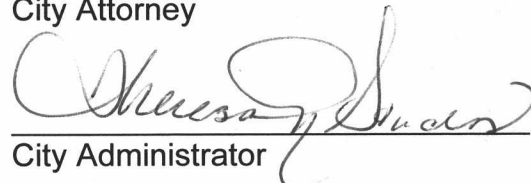
APPROVED BY:

  
\_\_\_\_\_  
HR Director

6.10.15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Attorney

6/10/15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Administrator

6/18/15  
\_\_\_\_\_  
Date