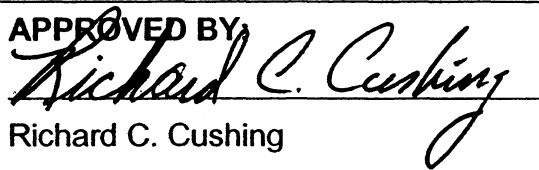


City of Olympia Administrative Guidelines

GUIDELINE #8 NEPOTISM	
EFFECTIVE DATE: May 1, 1990	PREPARED BY: Human Resources
REVISED: January 1, 1997 SUPERSEDED: Personnel Rules Resolution No.: M-1053 Amended by: M-1103	APPROVED BY:  Richard C. Cushing City Manager

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8.1 PURPOSE

To clearly state the City's Nepotism Policy and provide guidelines for dealing with nepotism issues.

8.2 REFERENCE

WAC 162-16-150 (3) and (7)
City of Olympia Administrative Guideline, Personnel Actions,
Section 5.5.1 - Appointments

8.3 APPLICATION

This Administrative Guideline applies to all individuals employed by the City of Olympia in all categories of employment including regular, temporary, emergency, and instructor.

ADMINISTRATIVE GUIDELINE: Nepotism

8.4 POLICY

It is the City's policy that relatives of City employees will not be hired if:

- a. One member would have the authority or be in a position to supervise, hire, remove or discipline the other; or
- b. One member would be responsible for auditing or evaluating the work of the other; or
- c. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.

The City conducts open and competitive hiring processes. Preference will not be given to candidates who are dependents or relatives of current employees.

8.5. GUIDELINES

8.5.1 **Request to Hire.** When a department wishes to hire an employee's relative, the department director should submit a written request to the Human Resources Director. The Human Resources Director is responsible for making a recommendation, to appoint or not appoint, to the City Manager.

8.5.2 **Relationship Occurring During Employment.** When a relationship, as described in Section 8.5.4 occurs during employment, the two employees may remain in their positions provided they are not in conflict with the restrictions stated in this policy. If a conflict is created by the relationship, the City will attempt to arrange a transfer or change in position. If a suitable transfer/change in position is not available, one of the employees will be separated from City service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and the City. If a mutual agreement is unattainable, the City Manager will determine, in the City's best interest, the employee to be transferred to separated.

8.5.3 **Final Determination.** The City Manager will make the final determination as to whether or not a situation of conflict exists.

8.5.4 **Relative, Defined.** Relative, for the purpose of this guideline, includes:

Parent or Step-Parent	Sibling or Step-Sister or Brother
Child or Step-Child	Spouse
Adopted or Foster Child	Mother or Father-in-Law
Daughter or Son-in-Law	Grandparent
Grandchild	Aunt or Uncle
Niece or Nephew	First Cousin
Domestic Partner	Domestic Partner's Relatives