



CITY OF VISALIA PERSONNEL POLICY
Policy #121
Employment of Relatives

I. PURPOSE

It is the intent of this policy to define the City's position on the Employment of Relatives. This policy applies to all individuals employed by the City and individuals applying for positions with the City. The intent of this policy is to ensure that no actual or perceived conflict of interest, favoritism, or discrimination enters into the hiring, promotional, and/or transfer practices of the City.

II. POLICY

It is the policy of the City of Visalia to hire, promote, and/or transfer applicants and employees on the basis of individual merit and to avoid actual or perceived favoritism or discrimination in making such decisions. The employment of relatives in positions where one might have influence over the other's status or job security is regarded as a potential violation of this policy.

- The City may allow hiring of relatives of current employees only when there is no supervisory relationship between the positions; the related employees work in separate divisions or units, or when in public safety departments on different shifts; and when one such employee has no responsibility for reviewing or evaluating the performance of the other. Hiring relatives in such a manner requires preapproval from the Department Head and City Manager.
- Individuals who are relatives, as defined in this policy, of the City Manager will not be hired within the City organization in any capacity in which that relative may receive compensation.
- Individuals who are relatives, as defined in this policy, of current City Council members will not be hired within the City organization in any capacity in which that relative may receive compensation.
- Individuals who are relatives, as defined in this policy, of current Department Heads will not be hired within the City organization in any capacity in which that relative may receive compensation. The only exception to this is allowing relatives of Department Heads, who do not have a supervisory relationship, to be hired in the Recreation Division as hourly seasonal employees for the summer season.
- Individuals will not be hired, promoted, transferred or otherwise placed into a position where a relative occupies a position in the direct supervisory chain of command within which the individual would work.
- The City may prohibit situations where co-workers in a Department, division or unit or area have the potential for creating an adverse impact on supervision, safety, security, morale or where a potential conflict of interest might be involved.



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- No official or employee shall participate in a hiring decision involving any relative or use their position to influence another City employee to hire or promote his/her relative.
- If two City employees become relatives as defined by this policy creating an employment relationship contrary to the guidelines above, the City has exclusive discretion to transfer one of the employees to a similar position in another department, another shift, or another division. Although the preference of the employees in question will be given consideration, the City retains sole discretion to determine which employee is to be transferred based upon City needs, operations, or efficiency.

III. DEFINITIONS

The following definitions apply to this Policy:

1. Relative means spouse, domestic partner, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.
2. Employee is one who receives a City payroll check for services rendered.
3. The supervisory relationship includes direct and indirect supervision of employees within the chain of command.