

Limitations on the Employment of Relatives

Number: B-2

Revision:

Revision Date: 07/01/2017

1.0 POLICY

Two members of an immediate family shall not be employed in any Town of Carolina Beach positions if such employment will result in one being in the chain of supervision of the other, nor where one member occupies a position which has influence over the other's employment, promotion, salary administration, or other related management or personnel considerations.

2.0 PURPOSE

In keeping with the Town's merit principle and the core values of honesty, integrity, respect and stewardship, the Town believes it can best achieve effective and efficient service delivery only in an atmosphere of fairness and equity and where there is no perception of favoritism. This policy is intended to avoid circumstances that could create problems within the work unit or could undermine the public's perception of fair play in providing equal opportunity for employment to all qualified individuals. For these reasons, the Town has strict limitations on the employment of relatives. This policy is not intended to prohibit relatives from working for the Town.

3.0 SCOPE

This policy applies to all Town of Carolina Beach employees.

4.0 DEFINITIONS

- 4.1 Immediate Family - For the purposes of this policy, immediate family will include wife, husband, mother, father, brother, sister, daughter, son, uncle, aunt, nephew, niece, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, sister-in-law, and brother-in-law.
- 4.2 Other Family - For the purposes of this policy, other family will include any relationship where the degree of closeness may suggest that problems might be created within the work unit, or that the public's perception of fair play in providing equal opportunity for employment to all qualified individuals would be violated. This may include couples, roommates, other relatives who grew up together, or similar relationships.

5.0 ORGANIZATIONAL RULES

- 5.1 An employee who fails to report any existing relationship as defined in Section 4.1 above on his employment application will be subject to corrective action up to and including dismissal.
- 5.2 An employee who has a relationship as defined in Section 4.1 above must report changes to those relationships to the department and must identify those relationships when applying for a promotional position with the Town of Carolina Beach.

- 5.3 An employee must notify the supervisor in those cases where the degree of closeness of relationship would suggest that problems might be created as defined in Section 4.2 above. The department will determine, in collaboration with the Human Resources Director, whether the closeness would result in a restriction on the position or job assignment.
- 5.4 Failure of an employee or supervisor to report any relationship that might be restricted by this policy to the Human Resources Director will result in corrective action, up to, and including, dismissal.
- 5.5 Department Directors shall be responsible for ensuring compliance with this policy.

6.0 PROCEDURES

- 6.1 An employee who has a relationship with another employee as defined by this policy will report that relationship to his supervisor whenever this relationship would result in any supervisory relationship of one relative to another or when one relative would be in a position of influence over the working conditions of the other.
- 6.2 If the reported relationship is immediate family as defined by Section 4.1 of this policy, the Department Director will ensure that no supervisory authority exists between the two related employees and that in no way does one employee exercise influence over the working conditions of the other.
- 6.3 If the reported relationship is other family as defined by Section 4.2 of this policy, the Department Director will contact the Human Resources Director to discuss whether or not the relationship would require a restriction on the position or job reassignment.
- 6.4 If the reported relationship would require a restriction or job reassignment, the Human Resources staff will collaborate with the department to affect changes whenever possible.
- 6.5 If changes are not possible to comply with this policy, one of the relatives may be required to resign from Town employment.

7.0 APPENDIX, APPENDICES

None