



City of Arts & Innovation

City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

M. Stover
Human Resources Director

Belinda J. Mohan
City Manager

Number: I-6 Effective Date: 11/12

SUBJECT: NEPOTISM AND EMPLOYMENT RELATIONSHIPS

PURPOSE:

To provide guidelines concerning the employment of relatives and minimize adverse risk in employment relationships.

DEFINITIONS:

Relatives - Within the third degree by blood, marriage or registered domestic partnership shall include the following:

- Spouse
- Children/Stepchildren
- Parents/Stepparents
- Spouse's Parents
- Cousins
- Sisters
- Brothers
- Aunts
- Uncles
- Nieces
- Nephews
- Grandchildren
- Grandparents
- Great-grandchildren
- Great-grandparents

Relatives shall also include persons who fall into the above categories by a previous marriage or adoption.

Marital status - Defined as an individual's state of marriage, non-marriage, divorce or dissolution, separation, widowhood, annulment, or other marital state for the purpose of this policy.

Spouse - Defined as a partner in marriage as defined in California Family Code Section 300.

Registered Domestic Partner - An individual who is registered as a domestic partner with a local domestic partner registry as defined in California Family Code Section 297.

POLICY:

Nepotism

City Charter Section 709, Nepotism, states, "Neither the mayor nor city council shall appoint to a salaried position under the city government any person who is a relative by blood or marriage within the third degree of the mayor or any one or more of the members of the city council; nor shall any department head or other officer having appointive power appoint to a salaried position under city government any person who is his/her relative by blood or marriage within the third degree."

No employee shall have direct supervision or control over, initiate, or participate in the following personnel actions which include, but are not limited to, appointment including all steps of the recruitment process, transfer, promotion, demotion, layoff, suspension, termination, recall, work assignments, performance evaluations, time keeping, merit increases, grievance adjustment, training, or any other personnel action that may affect another City employee who is a relative as specified above.

The implementation of this policy requires a case-by-case consideration in consultation with the City Manager, City Attorney or Human Resources Director and individualized assessment of the particular work situation. Every department head and/or supervisor having appointive power shall determine whether, based upon family relationship, marital status or other relationship, the appointment of an employee, prospective employee, or applicant/candidate has the potential for creating adverse impact on supervision, safety, security, morale or involves potential conflicts of interest where both parties to a relationship may be employed in the same department, division or facility, and/or interface regularly regarding sensitive work products while in different departments.

Supervisory Recusal

Relationships between supervisor and subordinate (including dating, sexual or romantic) are inappropriate and are not tolerated as it undermines the integrity of the supervisor subordinate relationship. Such relationships cause conflict of interest, exploitation, favoritism and bias. Even when both parties have consented at the beginning of romantic involvement, this past consent does not prevent future charges of unwelcome conduct.

Although not condoned by policy, where such a relationship exists, the person in the position of greater power is responsible for immediate recusal and notification to his or her supervisor, department head, Assistant City Manager, or City Manager. The supervisor, department head, Assistant City Manager, or City Manager shall immediately exercise his or her responsibility and discretion to ensure alternative supervisory and evaluative arrangements are put into place. Failure to comply with these recusal and notification requirements is a violation of this policy, and therefore grounds for discipline up to termination.

Notwithstanding the above provisions, the City of Riverside retains the right:

1. To refuse to place a party to a relationship under the direct supervision of a relative where such has the potential for creating adverse impact on supervision, safety, security, or morale.

2. To refuse to place relatives in the same department, division, or facility where such has the potential for creating adverse impact on supervision, safety, security, or morale, or involves potential conflicts of interest.
3. To transfer employees to alternate positions as an accommodation or resolution of potential conflicts of interest.

Where situations currently exist that may be in conflict with this policy, every effort shall be made to reasonably address the situation so as to avoid any future conflict.