



City of Santa Clarita
POLICY/PROCEDURE

Number III-7.2

SUBJECT: NEPOTISM

ORIGINAL ISSUE

EFFECTIVE: 07/01/1990

CATEGORY: HUMAN RESOURCES

CURRENT ISSUE

EFFECTIVE: 06/11/2018

SUPERSEDES: III-7.1

RESPONSIBLE DEPARTMENT: CITY MANAGER'S OFFICE

STANDARD MANAGEMENT PROCEDURE

I. **PURPOSE**

It is the City of Santa Clarita's ("City") policy to recruit employees based on the qualifications of each candidate and the needs of the City. Regardless of the intentions, the selection and appointment of an individual who is related to, married to, dating, or cohabitates with a current City employee or other City official creates an appearance of favoritism and/or a conflict of interest. Similarly, the relation, marriage, dating, or cohabitation of two City employees who report to each other or work in the same area may create an appearance of favoritism or conflict of interest. It is the intention of this policy to prevent such conflicts.

II. **POLICY**

A. **Relative Defined:** For purposes of this policy, "relative" shall mean a spouse; domestic partner; natural, step, or legal child; parents; parents-in-law; grandparents; grandparents-in-law; siblings; siblings-in-law; grandchild, and legal guardian or legal ward. "Relative" shall also include persons engaged or waiting to be married.

B. **Application:** This Rule applies to all applicants, employees, and elected or appointed officials of the City.

C. **Applicants for Employment:**

1. **Disclosure of Relationship:** Each applicant for employment is required to disclose the identity of any relative who is currently an employee of the City or who is an elected or appointed official of the City.

The City Council members, City Manager, Assistant City Manager, and Directors having appointment powers or supervisors who recommend appointments shall not be, directly or indirectly, involved, nor seek to

influence or assist in the appointment of any relative to any position within the City.

2. **Failure to Disclose:** Any applicant for employment who fails to disclose the identity of any relative who is currently an employee of the City or who is an elected or appointed official of the City may be rejected or disqualified from employment and/or have their offer for employment rescinded.
 3. **Review by the Human Resources Manager:** The Human Resources Manager shall review each applicant for employment who has a relative that is an employee or official of the City and shall determine if any of the following situations exist or would be created by the hire, promotion, or transfer of the applicant:
 - a. One relative would supervise, directly or indirectly, any other relative.
 - b. One relative would work in a capacity that would include evaluating or controlling the terms, conditions or performance circumstances of the relative.
 - c. The employment of an applicant has the potential for adversely impacting the supervision, safety, security, or morale of other employees, or creating the appearance of favoritism, or a conflict of interest.
 4. **Determination by the Human Resources Manager:** If the Human Resources Manager in consultation with the Department Heads determines that any of the above situations exists, then the applicant shall be rejected, or may be considered for employment in a position that does not present the above situations.
- D. **Change of Status during Employment:** If employees experience a change in legal status or personnel status while employed by the City, affected employees are required to notify or disclose this information to the Human Resources Manager within thirty (30) days of change in status. The City will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security, and/or morale. Such reasonable efforts may include, but are not limited to reassignment of shifts, reassignment to a different work location, transfer, demotion, and/or termination.

1. Change in Legal Status: For purposes of this policy, a change in legal status includes, but is not limited to, marriage, divorce, separation, or any other change through which an employee either becomes a relative or ceases to be a relative to another employee.
2. Changes in Personnel Status: For purposes of this policy, a change in personnel status includes, but is not limited to, promotion, demotion, transfer, reassignment, resignation, retirement, or termination or any other change through which an employee either becomes a relative or ceases to be a relative to another employee.

E. **Prohibited Conduct**: The following conduct is strictly prohibited:

1. Participation, directly or indirectly, in the recruitment or selection process for a position for which an employee's relative is an applicant.
2. Direct or indirect supervision of a relative by another relative.
3. Working situations where a relative would work in a capacity that would include evaluating or controlling the terms, conditions or performance circumstances of another relative.
4. Working situations where the potential for adversely impacting the supervision, safety, security, or morale of other employees, or creating the appearance of favoritism or a conflict of interest exist.
5. Engaging in intimate, physical, or other conduct in furtherance of a romantic or sexual relationship with another City employee during work hours, locations, or while on official City business.

F. **Appeal of Decision Under this Rule**: Employees affected by the application of this policy, may appeal the action to the Personnel Officer within 10 days of the action by submitting notice of such appeal in writing. The Personnel Officer shall hear the employee's concerns and issue a written decision within 20 days of receipt of the employee's appeal. The decision of the Personnel Officer is final, and no other appeal may be had.

III. **VIOLATIONS**

Violations of this policy may result in disciplinary action as provided for in the City's Personnel Rules up to and including termination.

IV. EXCEPTIONS

There are no exceptions to this policy without the express authorization of the City Manager.

V. AUTHORITY

By the authority of the City Manager.

A handwritten signature in cursive script, reading "Ken Striplin", written over a horizontal line.

Kenneth W. Striplin
City Manager