

	City of Cedar Park Human Resources Policy Manual		
	Hiring of Relatives		
	Number: B-3	Revision: 1	Effective Date: 5/10/2018

1.0 Policy

- 1.1 *Nepotism* is the showing of favoritism toward a relative. The City prohibits nepotism in hiring personnel or awarding contracts. (Refer to City Charter, Article XI, Section 11.04 and Texas Government Code Chapter 573, as amended.) Employment may be restricted when an applicant or current employee is related by blood (consanguinity) or marriage (affinity) to another City employee or official, or is a member of the same household of another City employee or official.

2.0 Procedure/Rule

- 2.1 Employment restrictions are as follows:

- 2.1.1 Relatives of Officials. No person related within the second degree by affinity or within the third degree by consanguinity to, or is a member of the same household as, the Mayor, any member of the City Council, the City Manager, or the City Attorney shall be employed or appointed to serve in any position of the City.

This prohibition shall not apply, however, to any person who has been continuously employed by the City at least: six (6) months prior to and at the time of election of, or thirty (30) days prior to and at the time of appointment of the officer related in the prohibited degree.

- 2.1.2 Relatives of City Employee. In the interest of effective management, a relative within the second degree of affinity or the third degree of consanguinity of a City employee shall not be employed in a position whereby he/she is in the same department or report to the same immediate supervisor. In no case shall a relative within second degree of affinity or third degree of consanguinity of any employee in departments handling confidential and sensitive information, including Finance, Human Resources, City Attorney's Office, City Secretary's Office and City Manager's Office, be hired to work in any department of the City.

The City prohibits an employee from supervising or exercising authority over the terms and conditions of employment of a relative within the second degree of affinity or the third degree of consanguinity, or member of the same household. If two employees in the same chain of command become related within the above prohibited degrees or members of the same household, then one will be transferred out of the direct reporting chain. If there is no available position in which to move one of the employees, then one must resign or be terminated. The two employees may have input into the decision of who will be transferred or separated, but the final decision rests with City management.

2.2 Kinship: Consanguinity and affinity kinship under this policy includes the following:

2.2.1 ***Second Degree Affinity*** or a relative by marriage, includes the following: spouse, stepchildren, stepparents, stepgrandparents, stepgrandchildren, stepsiblings, father-in-law, mother-in-law, sister's spouse, brother's spouse, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, grandson-in-law, granddaughter-in-law.

2.2.2 ***Third Degree Consanguinity*** or a relative by blood, includes the following: Parent or legal guardian, sister, brother, son, daughter, grandmother, grandfather, uncle, aunt, nephew, niece, grandson, granddaughter, great granddaughter, great grandson, great grandfather, great grandmother.

2.2.3 Guidelines regarding chain of command shall also be applied to persons living in the same household.

2.3 Disclosure: All external applicants for employment must, at the time of application disclose the name(s) of any relative(s) serving as elected City officials or who are currently working for the City in any capacity. Nondisclosure of this information by an applicant will be deemed as falsification of an application and will result in disqualification for a position or termination if the person has already been placed on payroll. All employees of the City of Cedar Park applying for a promotion or transfer to another position (whether in the same department or to a position in another department), must at the time of application for promotion or transfer disclose the name(s) of any relative(s) serving as elected officials or who are currently working for the City in any capacity. Nondisclosure may result in disciplinary action, up to and including termination.

- 2.4 Any request for an exception shall be submitted to the Human Resources Director for consideration by the City Manager. The request shall include the relationship of the involved employees and the reasons for the exception.
- 2.5 If a supervisor has a question as to the relationship between employees, he/she shall contact the Human Resources Director.