

Employment and Supervision of Relatives

Policy Statement: It is the City's practice to hire and promote on the basis of an individual's merit, knowledge, skills and abilities and to avoid circumstances of favoritism and discrimination. The City of Rapid City exercises its management rights to hire, schedule, promote, transfer, assign, train or retrain employees in positions within the City. Except as authorized under certain conditions, employment of relatives within the same department or division where one relative would hire, supervise, discipline, conduct performance appraisals or set any other conditions of employment for another relative is prohibited.

Covered Employment Classifications: This policy applies to hiring and employment decisions affecting all job classifications, including regular benefited, temporary, part time and seasonal positions. These restrictions also are applicable when assigning, transferring or promoting an employee.

Definition of Relatives: For the purposes of this policy, relatives include the following: spouse, parent, child, sibling, in-law, grandparent, grandchild, aunt, uncle, cousin, step-relative or any individual with whom an employee has a close personal relationship, such as a domestic partner, co-habitant or significant other.

Marriages or Relationships Between Employees: Employees who marry or establish a close personal relationship can continue in their current positions as long as a *long term employment relationship* with one relative supervising the other and/or establishing the conditions of employment is not created. If a long term supervisory relationship does occur, one of the employees will either be required to transfer to another open position or one of the employees will be required to resign his/her employment with the City.

Exceptions: Department Directors and/or designees may be allowed to employ relatives in supervisory/subordinate employment relationships of short duration as long as no employment actions, such as favoritism or special treatment, occur. Examples of exceptions may be temporary hires at Rushmore Plaza Civic Center or other special events or circumstances.

In the event affected employees are employed in benefited job classifications, the Department Director and/or designee will have the discretion to monitor the effects of the relationship on the workplace and the performance of the affected employees until such time as the direct reporting relationship has terminated and/or may move one or both employees to other vacant positions as deemed appropriate.

Enforcement of Policy: All questions and issues relating to an employment-of-relatives situation or concern should be addressed to the Human Resources Department. Employees who become subject to this policy's provisions due to marriage or commencement of a close personal relationship must inform their supervisor or the Human Resources Department as soon as practical. All decisions and personnel actions taken as a result of this policy must be reviewed with the Human Resources Department or City Attorney Office.

The City of Rapid City relies on the good judgment of management to determine the appropriate employment relationships when hiring or promoting. When such a direct supervisory/subordinate relationship occurs and any adverse circumstances or employment decisions result from that relationship, the management who made the employment decision and has the authority for correcting any problems will be held accountable for resolving the issues.