



EMPLOYMENT OF RELATIVES

PM-14-09

Section: 14-00, EMPLOYMENT

I. PURPOSE AND SCOPE

The purpose of this policy is to set forth conditions under which relatives of City of Memphis Government employees may be employed by the City of Memphis Government. This policy applies to all categories of City of Memphis Government employees and is applicable to hiring new employees, as well as promoting or other movement of existing employees.

II. POLICY STATEMENT

No relative of a City of Memphis Government employee shall be hired or moved into any employment situation where the relative can influence the other's work responsibilities, pay, performance evaluation, career progress, or other conditions of employment in any way.

III. PROCEDURES

When relatives of existing employees are considered for employment by City of Memphis Government, the application for employment shall be reviewed to ensure adherence to this policy. Conflicts with this policy will be communicated to the applicant and the hiring Division.

Division Directors will review employment conditions of existing employees to ensure adherence to this policy. All instances of non-compliance will be brought to the attention of the Director of Human Resources, who will assist the Division Director with developing appropriate alternatives to correct the problem.

The City maintains the right to transfer employees affected by this policy, if deemed necessary by the employee's Division Director and the Director of Human Resources.

IV. RESPONSIBILITY

A. Recruitment and Selection Service Center – review of applications and communication to hiring Division.

B. Division Directors – communication and posting of this policy; review of existing employees and reporting of situations which do not adhere to this policy to the Director of Human Resources.



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C. Division of Human Resources – consultation with Division Directors and resolution of employment situations which do not adhere to this policy.

V. DEFINITIONS

For purposes of this policy, a RELATIVE shall be defined as:

A. BLOOD RELATIVE - A blood relative is one who is connected with another by blood, i.e., descent from a common ancestor. For the purpose of this policy, an individual's blood relatives include children, parents, brother, and sisters.

NOTE: This policy treats relationships created by legalized adoption in the same manner as blood relatives.

B. RELATIVE BY MARRIAGE – A relative by marriage is one who is connected with another by marriage. For the purpose of this policy, an individual's relatives by marriage include spouse, spouse's children, parents, brothers, sisters, the employee's son-in-law and daughter-in-law.

NOTE: This policy treats step-relatives and half-relatives in the same manner as relatives by marriage.