

**CITY OF WAUKESHA**  
**HUMAN RESOURCES POLICY / PROCEDURE**

<b>SUBJECT:</b>  Employment of Relatives	<b>ISSUED:</b>  4/14/04 <table border="1" style="float:right; margin-left:auto; margin-right:auto;"><tr><td><b>NO:</b> B-10</td></tr></table> <table border="1" style="float:right; margin-left:auto; margin-right:auto;"><tr><td><b>SUPERCEDES:</b> 2/6/98</td></tr><tr><td><b>PAGE:</b> 1 <b>OF:</b> 2</td></tr></table>	<b>NO:</b> B-10	<b>SUPERCEDES:</b> 2/6/98	<b>PAGE:</b> 1 <b>OF:</b> 2
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**A. PURPOSE**

Employment of relatives of current City employees or elected officials may cause problems for management of this City, ranging from pressure to hire, to morale problems when a relative is disciplined\*, etc. The Human Resources Committee, as authorized by the Common Council, has set this policy into writing restricting the employment of relatives based on the principle of achieving a more efficient operation and with reference to equal opportunity, affirmative action and the Ethics Code.

**B. POLICY STATEMENT**

As a matter of policy, this City does not employ or transfer members of a present employee's immediate family within the same department where a direct supervisory relationship would exist.

Additionally, this policy stipulates:

- No member of a family will directly supervise another family member.
- Human Resources Department positions, department heads and those positions who influence selections will not engage their own relatives.
- All applicants for employment will follow the prescribed hiring procedures of this City.
- All applicants considered for employment will meet all minimum qualifications as listed on the relevant job description and position posting.

**C. DEFINITIONS**

- (1) "Employment" shall mean any position which is full-time, seasonal, provisional, part-time excluding limited term employees.
- (2) "Employee" shall be construed as any appointed or elected person filling a City position, whether paid or unpaid.
- (3) "Immediate family" is defined as an employee's spouse, child, parent, brother, sister, and in-laws.
- (4) "Supervise" shall mean positions with the responsibility to hire, terminate or discipline.

\*Other situations: funeral leave, shift scheduling, vacation request, work assignments and flow of classified or confidential material.

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It is our desire that relatives of current City employees (or elected officials) will seek to enter employment within the City; therefore no family member will be denied making application for City employment, however, no preference will be given on that basis.

As a reminder, it is the intent of the Human Resources Committee, the Mayor, and Common Council that this policy be considered part of the City's nondiscriminatory employment policy as listed under the Federal and State laws and executive orders; and is only part of a basic procedure (for recruiting and selecting employees), that does not intentionally or inadvertently work to screen out minority or female group members.

Passed this 8<sup>th</sup> day of April, 2004

Approved this 8<sup>th</sup> day of April, 2004

Carol J. Lombardi  
Mayor

ATTEST:

Thomas B. Neill  
Clerk/Treasure