

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: EMPLOYMENT OF RELATIVES	Issued: 2/12/04 11/14/19	No: B-10
	Supersedes: 3/12/98 2/12/04	Page: 1 of 4

~~A. PURPOSE~~

~~Employment of relatives of current library employees may cause problems for management of this library, ranging from pressure to hire, morale problems when a relative is disciplined, difficulties scheduling shifts and funeral or vacation leave, to work assignments and flow of classified or confidential information.~~

~~This policy restricting the employment of relatives is based upon the principle of achieving a more efficient operation, while at the same time complying with all equal opportunity and affirmative action state and federal laws and executive orders, as well as the Ethics Code. This policy is to be considered as part of the library's non-discriminatory employment policy, and is only part of a basic procedure for recruiting and screening employees. It is not designed to intentionally or inadvertently screen out minority or disadvantaged group members.~~

~~B. POLICY STATEMENT~~

~~As a matter of policy, this library does not employ or transfer members of a present employee's immediate family where a direct supervisory relationship would exist.~~

~~Additionally, this policy stipulates:~~

- ~~1. No member of a family will directly supervise another family member.~~
- ~~2. The Library Director, library managers, and others involved in hiring decisions, will not engage their own relatives.~~
- ~~3. All applicants for employment will follow the prescribed hiring procedures of this library.~~

~~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, or part-time, excluding limited term employees.~~
- ~~2. "Employee" shall be construed as any appointed person filling a library position, whether paid or unpaid.~~

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~~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.~~

~~It is our desire that relatives of current library employees will seek to enter employment within the library; therefore no family member will be denied making application for library employment. However, no preference will be given on that basis.~~

Purpose

Employment of relatives can give rise to issues, among them, improper pressure to hire, reluctance or refusal to discipline or terminate, claims of favoritism, negative effects on employee morale, loss of public confidence in Library personnel practices, and employment discrimination suits. Whether these situations are real or merely perceived, they have an adverse effect on the Library.

The purpose of this Policy is to avoid circumstances in which even the perception of these adverse issues arises, and to try to eliminate any confusion or gray areas with regard to the employment of relatives.

Summary

Definitions

For purposes of this Policy, capitalized terms are defined as follows:

1. The words Employ, Employed, and Employment mean any Library employment, whether full-time, part-time, temporary, limited-term, seasonal, elected, or appointed. They do not refer to unpaid volunteer positions, to non-employee appointees to boards and commissions, or to independent contractors.
2. Policy means this version of Library Human Resources Policy B-10, adopted November 14, 2019, and as hereafter amended.
3. The word Relative, when used in this Policy, means an individual who is related in the following ways by blood, marriage or adoption: spouse, parent, step-parent, sibling, half-sibling, child, step-child, mother- or father-in-law, sister- or brother-in-law, domestic partner, the child of a domestic partner, or a partner in an intimate relationship.

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4. Supervisory Chain of Command means all persons having direct or indirect supervisory authority over an employee, up to and including the department head. "Indirect supervisory authority" means having supervisory authority over an employee's direct supervisor and includes the department head and intermediate levels of supervisory authority.

Rules

- a. No person who is a Relative of the City Administrator, Human Resources Director, or employees of the Human Resources Department may be employed by the City.
- b. No person shall be employed in a City department of which the director, chief or head is a Relative of that person.
- c. No person shall be employed in a City department in which any Relative of that person is in the Supervisory Chain of Command above that person.
- d. No Library employee may participate in any way in the process of hiring, promoting, disciplining, or terminating a Relative of that employee.
- e. This Policy applies equally to circumstances created by employee transfers between departments, promotions, demotions, department reorganizations, elections to office, marriages, new domestic partnerships, or new intimate relationships. In those cases, one of the Relatives may apply for other vacant City positions for which the Relative is qualified and which would not create a violation of this Policy. If the Relative is not selected for employment in one of those other positions within 6 months after the change of circumstances, according to the City's usual employment criteria and process, then the Relative's employment with the City shall be terminated. Employees shall notify the Human Resources Department of any such changes in circumstances within 14 days after they occur.
- f. This Policy does not affect any employees who were not in violation of the version of HR Policy B-10 that existed immediately prior to the effective date of this version, but who are in violation of this Policy after the effective date of this version. Such employees shall be allowed to continue in their positions until there is a change in their employment status, at which time they will be subject to this version of the Policy.
- g. This Policy does not apply to uncompensated volunteers.

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- h. There may be other statutes, regulations, common-law rules, orders, City policies, or other rules that also prohibit employment for reasons incidental to familial relationships. This Policy is not exclusive.
- i. Ambiguities in this Policy or its application to particular circumstances shall be resolved in the sole discretion of the City Administrator.
- j. Department heads are responsible for monitoring their departments for compliance with this Policy. Any known or suspected violations shall promptly be reported to the Human Resources Department.

Adopted by the Library Board
~~2/12/04~~ November 14, 2019