


**CITY OF ASHEVILLE**  
**ADMINISTRATIVE POLICY**

<b>Subject:</b>  <b>NEPOTISM POLICY</b>		<b>Manual</b>
		<b>Effective Date</b>  February 1, 2016
		<b>Filing Instructions:</b>
<b>Policy Number</b>  55	<b>Addendum Number</b>  	
<b>Revision 3</b>	<b>Revision</b>	
<b>Issued By:</b>  Kelley C. Dickens, Human Resources Director		<b>City Manager Approval:</b>   Gary Jackson, City Manager

**A. PURPOSE**

To promote objective and fair treatment of employees and applicants where personal and/or familial relationships could result in real or perceived favoritism and/or conflicts of interest.

**B. POLICY**

The City of Asheville permits the employment of persons who are immediate family members or significant others, or if employed, will be an immediate family member or significant other of a current employee with the following guidelines:

1. There are to be no direct reporting relationships between Immediate family members and/or significant others.
2. Immediate family members and/or significant others should not occupy a position which has direct influence over the other's employment, promotion, salary administration, or other related management or personnel considerations.
3. When Immediate family members and/or significant others work in the same department, typically they should not work in the same section/work unit unless on different shifts or assigned to different work locations.

## C. DEFINITIONS

Immediate Family Members: Spouse/, parent, child, sibling, grandparent, grandchild, aunt/uncle, niece/nephew, in-law (parent, child, or sibling), and step or half (parent, child, or sibling);

Significant Others: Any person with whom the employee cohabits and/or shares an intimate relationship regardless of marital status.

Direct Reporting Relationship: Relationship between a supervisor and one of his/her immediate subordinates.

Indirect Reporting Relationship: Relationship between a supervisor and an employee who is within his/her span of control.

## D. ORGANIZATIONAL RULES

1. An employee who fails to report any existing Immediate Family Member, as defined above on his/her employment application will be subject to corrective action up to and including dismissal.
2. An employee must identify Immediate Family Member relationships when applying for other positions within the City of Asheville.
3. An employee must notify the department director when changes of circumstances such as marriage or subsequent hiring, create a situation where there is either a direct or indirect reporting relationship with either an immediate family member or significant other.
4. Failure of an employee to report any relationship that that may be restricted by this policy to the Human Resources Director will result in corrective action, up to, and including dismissal.

## E. PROCEDURES

1. An employee who has either an Immediate Family Member or Significant Other, as defined by this policy, in any sort of direct or indirect reporting relationship Must report that relationship to the Department Director.
2. When an employee reports the existence of a relationship with either an immediate Family Member or Significant Other as defined by this policy, the Department Director will ensure that no direct reporting relationship exists between the two related employees and that, in no way, one employee exercises influence over the working conditions of the other.
3. If a reported relationship is determined to be in conflict with this policy, Management shall determine the measures necessary to ensure compliance with the policy. Such measures could require the transfer, reassignment, and/or resignation of one of the employees.

**ADDENDUM A**

**DECLARATION OF RELATIONSHIP STATUS**

Per the Nepotism Policy, and as a current employee on this date, I

\_\_\_\_\_ do  
(printed name) (job title) (department employed)

declare that the following individuals, employed by the City of Asheville, are my immediate family member(s) and/or significant other(s) as defined by the Nepotism

Policy:

Last Name	First Name	Job Title	Department

(please print or type)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_