

City of Red Bluff  
Administrative Policies & Procedures – Personnel Manual

<b>Subject:</b>  Nepotism	<b>Number:</b> 22-6
	<b>Effective Date:</b> 10/17/2023
<b>Departments Affected:</b> All	<b>Supersedes (Number/Date):</b>
<b>Authority:</b>  Section 2.82-A. Red Bluff City Code	<b>File References:</b>  <b>Approved:</b> Approved by City Council on: 10/17/2023

**Overview:** Due to the potential for perceived or actual conflicts of interest that may impact daily working relationships, such as favoritism or personal conflicts from outside the work environment, City of Red Bluff employees are prohibited from having any direct supervisory authority over a family member.

**Applicable to:** All City of Red Bluff employees and candidates for employment.

**Guidelines:** The City of Red Bluff is committed to a policy of employment and advancement strictly based on qualifications and merit. It is found by the City that a business purpose exists relating to supervision, safety, security, morale, and the public's trust in the agency's qualifications and merit-based employment practices. These practices dictate that a prohibition on direct supervision of family members within City departments is essential to the equal and fair treatment of employees and applicants.

In regard to this policy, a family member shall consist of the spouse, children, parents, parents of spouse, brothers, sisters, grandparent, grandchild, state-registered domestic partners, guardians, wards, or other individuals whose relationship to the employee is that of a dependent or near dependent.

The City will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply:

Appointing authorities and/or supervisors shall not employ or recommend for employment any family member to a position of employment in which they would have any direct supervisory authority over said family member.

These criteria must also be considered when assigning, transferring, or promoting an employee. Under no circumstance shall any employee be appointed, transferred, or promoted to a position within any department, division, or office in the City who is a family member of an employee in a position of direct supervisory responsibility of said department, division, or office.

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In addition, no special consideration shall be given to any applicant for employment who is a family member of any City employee. Applicants are required to disclose the name, relationship, and department of any relative working for the City of Red Bluff. It is the applicant's responsibility to disclose any family member working for the City when completing the City of Red Bluff Employment Application.

If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.

When personnel and circumstances permit, the City will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The City, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy

Council Members shall abstain from voting on personnel matters that uniquely affect their family members. However, a Council member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which their relative belongs.

Failure of an employee in the role of a direct supervisory authority to disclose the existence of a relationship with any other employee or applicant to which they have a line of authority will result in disciplinary action, up to and including termination.

Department Heads may consult Human Resources with concerns or questions regarding this Rule. It is the responsibility of the Department Head to notify Human Resources upon knowledge of any actual or suspected relationships that would be considered a family member relationship between an employee with supervisory authority and a subordinate employee within their department, office, or division. If Human Resources is notified of a claim by the Department Head, they can determine the validity of the claim.