

SUBJECT: NEPOTISM

PURPOSE: To establish a policy for the employment of immediate relatives in order to assure the reality and appearance of fairness in the best interest of the Borough Ford City, PA.

APPLICABILITY:

This policy applies to all employees of the Borough, including those employees covered by collective bargaining agreements.

STATEMENT OF POLICY:

Ford City Boroughs' decisions about hiring, promoting, evaluating, awarding salary increases, and terminating employees are based on qualifications for the position, ability, and performance. Every attempt is made to avoid favoritism and conflicts of interest in employment decisions and we reserve the right to take action when relationships or associations of our employees impact our mission to serve.

It is the Borough's policy that immediate family will not be employed in regular full-time or part-time positions where:

1. One relative would have the authority to supervise, remove, discipline or evaluate the performance of the other.
2. One person would be responsible for auditing the work of the other.
3. Other circumstances exist which would place the relative in a situation of actual or reasonably foreseeable conflict between the Borough's interest and their own.

The above-stated policy shall not apply to the relationship between an elected official of the Borough Council and any Borough employee when the employee is employed by the Borough before the member of Borough Council is elected. It shall be permissible for an employee of the Borough to have an immediate family relationship with a member of Borough Council when the employee is employed by the Borough before the member of Borough Council is elected. Where business necessity requires limitation of employment opportunity of spouses, the means chosen to meet the business necessity shall be those which have the least adverse impact on spouses or members of either sex. For example:

PASSED BY COUNCIL 1/25/2011

The exclusion should be limited to the job, work crew, shop or unit where the reason for the exclusion exists, and should not bar the person from the whole workforce, unless the reason applies to the entire workforce. When it is necessary to exclude a person because of what his or her spouse does, then the employees will be asked to determine which spouse shall keep the job. The Borough will require one spouse to terminate their employment sixty (60) days after marriage if they become in violation of this policy and a mutually-agreeable solution cannot be reached between the Borough and the employees. The employee with the least amount of seniority will be released

DEFINITIONS:

Immediate Family – Includes spouse, domestic partnership, child (natural, adopted, legal guardianship), parent, brother, sister, grandparents, parent-in law, daughter-in-law, son-in-law, grandchildren, and step-relationships within the preceding categories. This policy shall also apply to persons related by blood or marriage residing in an employee's home.

NEPOTISM:

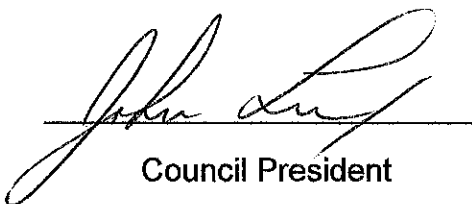
Favoritism shown to relatives: favoritism shown by somebody in power to relatives and friends, especially in appointing them to good positions.

Synonyms: favoritism, preferential treatment, partiality, bias, preference, discrimination, prejudice, one-sidedness.


Effective: Immediately

Date: 1/25/11

APPROVAL:


Council President


Secretary


Mayor

PASSED BY COUNCIL 1/25/2011