

ADMINISTRATIVE REGULATION

City of Lincoln

SUBJECT: Nepotism Policy	EFFECTIVE DATE: June 4, 2015	A.R. NO.: 37
APPLIES TO: All Departments and Divisions	SUPERSEDES: AR 37 effective June 5, 2014	Page 1 of 2

PURPOSE:

To establish policies and procedures governing employment of City employees who belong to the same immediate family.

SCOPE:

Applies to all current, potential and future City employees.

GENERAL:

The City of Lincoln is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of family members.

Lincoln Municipal Code § 2.76.355, Nepotism, provides: "No member of the immediate family of any supervisor will be employed in that supervisor's department or division, except with the written approval of the Mayor."

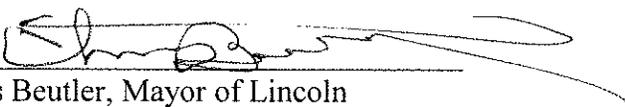
Due to the potential for perceived or actual conflicts, such as favoritism, nepotism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, the following policy is hereby adopted to govern the hiring and employment of immediate family members.

POLICY:

1. Immediate family members of current City employees may be hired only if they will not be working directly for or supervising a relative. The new employee shall not occupy a position in the same line of authority that might allow one family member to initiate or participate in decisions involving either a potential direct benefit or a potential direct detriment to another immediate family member. Such decisions include but are not limited to hiring, discipline retention, transfer, promotion, wages and leave requests.
2. "Immediate Family" as used in this policy shall be defined to include husband, wife, child, father, mother, sister, brother, father-in-law, and mother-in-law, as provided in Lincoln Municipal Code § 2.76.040.
3. In the event an immediate family member of a current employee is being considered for employment in the same department, a representative from Human Resources will be an active member of the interviewing/selection team to insure compliance with this Policy.

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<p>4. Employees are required to immediately report to their supervisor any change in personal circumstances or employment that would result in a violation of this Policy. Any such change shall require that one of the affected individuals request transfer or a change in the reporting relationship, which must be approved by the department director and director of human resources.</p> <p>5. Hiring supervisors shall insure Policy compliance. Directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this Policy.</p> <p>6. No exception to this policy may be made without the written consent of the Mayor.</p> <p>7. State law contains the following additional nepotism provisions that apply to City employees (Neb. Rev. Stat. § 49-1499.04):</p> <p>A. A City Employee who employs, recommends for employment or supervises a member of his or her immediate family is required to file a written disclosure with the City Clerk. See the form attached as Exhibit "A" to this Administrative Regulation.</p> <p>B. A newly-hired employee whose immediate family was employed by the City when the new employee was hired is required to file a written disclosure with the City Clerk. See the form attached as Exhibit "A" to this Administrative Regulation.</p>		

The foregoing Administrative Regulation No. 37, superseding Administrative Regulation No. 37 effective June 5, 2014, is hereby APPROVED.


Chris Beutler, Mayor of Lincoln

Date: 6-4-15


Doug McDaniel, Human Resources Director


City Law Department

(Date)

City of Lincoln
Attn: City Clerk
555 S. 10th Street, Room 103
Lincoln, NE 68508

RE: Administrative Regulation No. 37 Nepotism Written Disclosure

Dear City Clerk:

To be in compliance with Administrative Regulation No. 37, I am providing the following information as requested in paragraph 7 of the Nepotism Policy:

Newly Hired Employee (Please Print)

Name : _____

Department: _____

Division: _____

Class Title: _____

Existing Employee (Please Print)

Name: _____

Department: _____

Division: _____

Class Title: _____

Neither employee has direct or indirect supervisory responsibility for the other nor will they ever have supervisory responsibility in the absence of the primary supervisor.

Sincerely,

(Signature)