



**CITY OF VISALIA PERSONNEL POLICY**  
**Policy #121**  
***Employment of Relatives***

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**I. PURPOSE**

It is the intent of this policy to define the City's position on the Employment of Relatives. This policy applies to all individuals employed by the City and individuals applying for positions with the City. The intent of this policy is to ensure that no conflict of interest, favoritism, or discrimination enters into the hiring, promotional, and/or transfer practices of the City,

**II. POLICY**

It is the policy of the City of Visalia to hire, promote, and/or transfer applicants and employees on the basis of individual merit and to avoid favoritism or discrimination in making such decisions. The employment of relatives in positions where one might have influence over the other's status or job security is regarded as a potential violation of this policy.

- The City will not hire relatives of current employees to work in the same public safety department, regardless of division.
- The City may allow hiring of relatives of current employees in non-public safety departments only when there is no supervisory relationship between the positions; the related employees work in separate divisions or units; and their work is not reviewed or evaluated by one another in a meaningful way. Hiring relatives in such a manner requires preapproval from the Department Head and City Manager.
- Individuals who are relatives, as defined in this policy, of the City Manager will not be hired within the City organization in any capacity in which that relative may receive compensation.
- Individuals who are relatives, as defined in this policy, of current City Council Members will not be hired within the City organization in any capacity in which that relative may receive compensation.
- Individuals who are relatives, as defined in this policy, of current Department Heads will not be hired within the City organization in any capacity in which that relative may receive compensation. The only exception to this is allowing relatives of Department Heads, other than the Community Services Director, to be hired in the Recreation Division as hourly seasonal employees for the summer season.
- Individuals will not be hired, promoted, transferred or otherwise placed into a position where a relative occupies a position in the direct supervisory chain of command within which the individual would work.
- The City may prohibit situations where co-workers in a Department or area have the potential for creating an adverse impact on supervision, safety, security, morale or where a potential conflict of interest might be involved.



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- No official or employee shall participate in a hiring decision involving any relative, or use his/her position to influence another City employee to hire or promote his/her relative.
- If two City employees become spouses or domestic partners creating an employment relationship contrary to the guidelines above, the City has discretion to transfer one of the employees to a similar position in another department or another division. Although the wishes of the employees in question will be given consideration, the City retains sole discretion to determine which employee is to be transferred based upon City needs, operations, or efficiency.

**III. DEFINITIONS**

The following definitions apply to this Policy:

1. Relative means spouse, domestic partner, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.
2. Employee is one who receives a City payroll check for services rendered.