

Clerk File No. 310538

The City of Seattle – Legislative Department

Clerk File sponsored by: _____

Clerk File No. 310538

Department of Parks and Recreation Policy
and Procedure No. P 060 4.18.00, *Relating to*
Nepotism.

Related Legislation File: _____

Date Introduced and Referred:	To: (committee):
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March 29, 2010
Date Filed with City Clerk

Tanet Polata
By

Committee Action:

Date	Recommendation	Vote

This file is complete and ready for presentation to Full Council. _____

Full Council Action:

Date	Decision	Vote

CF No.310538

Title:Department of Parks and Recreation Policy and
Procedure No. P 060 4.18.00, relating to Nepotism.

Date Filed with City Clerk:20100329

FILED
CITY OF SEATTLE
MAR 29 12:30 PM
10 MAY -3 PM 3:00

Your City, Seattle



Department Of Parks and Recreation Policy

Subject: Anti-Nepotism Policy

Number: P 060 4.18.00

Effective: March 31, 2010

Approved:

A handwritten signature in black ink, appearing to be "J. [unclear]".

Department:

Parks & Recreation

1.0 PURPOSE:

To define the Department's standards for the employment of family or household members and employees engaged in consensual romantic relationships.

2.0 REFERENCE:

- 2.1 The Seattle Code of Ethics, SMC 4.16
- 2.2 SMC 4.16.070 Prohibited Conduct

3.0 ORGANIZATIONS AFFECTED

- 3.1 Department of Parks and Recreation

4.0 POLICY

- 4.1 The employment of family or household members and employees engaged in consensual romantic relationships can cause various problems, including charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of both the Department and its employees. Therefore, individuals who are family or household members or engaged in a consensual romantic relationship with a current employee will be considered for employment on the basis of their qualifications. However, individuals may not be hired into or assigned to a position if such assignment would result in, or appear to result in, the creation of:

- (i) A supervisor/subordinate relationship with a family or household member, or romantic partner;
- (ii) A potential adverse impact on work performance; or
- (iii) Either an actual conflict of interest or the appearance of a conflict of interest.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

- 4.2 This policy must be followed when hiring, assigning, transferring, or promoting an employee.
- 4.3 Employees shall not take any part in decisions about the employment or employment conditions of any employee who is a family or household member or partner in a consensual romantic relationship.
- 4.4 Employees will not be assigned to work on the same crews or in the same facility if there is a possibility that they may be required to be in a position of supervision over that family member, romantic partner or household member, including out-of-class assignments or within classifications with senior lead responsibilities. [e.g. lifeguard and Sr. lifeguard] Where possible, if related employees are co-workers only and working at the same facility, every effort should be made to schedule those employees on opposite shifts or to seek alternate sites.

5.0 DEFINITIONS

"Family Member" shall mean the spouse, domestic partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, or grandchild regardless of whether or not they are members of the same household.

"Child" shall mean a child who is the biological offspring of, an adopted child of, or under the legal guardianship, custody or foster care of an employee or an employee's spouse or domestic partner.

"Domestic partner" shall mean an individual with whom an employee shares the same regular and permanent residence, has a close personal relationship, and has agreed to be jointly responsible for basic living expenses incurred during the domestic partnership.

"Grandparent" shall mean the parent of an employee's parent, or the parent of the parent of the employee's spouse or domestic partner.

"Parent" shall mean the mother, father, stepmother, or stepfather of an employee or an employee's spouse or domestic partner, or an individual who stood in loco parentis to an employee or the employee's spouse or domestic partner when the employee or his or her spouse or domestic partner was a dependent child.

"Consensual romantic relationship" shall mean "romantic" or sexual relationships between two consenting individuals, including dating.

“Household members” shall mean individuals who live in the same household and/or share joint fiduciary responsibility which includes;

- Roommates, housemates or participants in any arrangement where an employee shares a *residence* who is not a relative or domestic partner and jointly is responsible for rent, mortgage, utilities or other living expenses. *The exception to this rule would be those employees who reside in an establishment that meets the guidelines of a group home, rehabilitation facility or group housing.*
- Individuals who share in a financial investment, procurement of property or services together.

6.0 ROLES AND RESPONSIBILITIES

Employees who become immediate family members through marriage or establish a romantic relationship or share in household fiduciary responsibilities may continue employment as long as it does not involve any of the circumstances described in Section 4.1.

- 6.1 If a relationship as described in Section 4.1 should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the employee's Human Resource Unit.
- 6.2 It is expected that if an employee develops a relationship as described in Section 4.1 (including dating) with a co-worker on the same crew or in the same facility that employee will make the disclosure to his or her supervisor.
- 6.3 The supervisor/manager shall inform the Human Resource Unit and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.
- 6.4 Upon being informed or learning of the existence of such a relationship, the Department may take all steps that it, in its discretion, deems appropriate. This may include restricting work on the same activities such as cross-functional teams and special assignments or projects. Where a relationship as described in Section 4.1 involves a subordinate employee, the person in the position of authority will withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage the subordinate employee. The Department will make reasonable efforts to assign job duties that minimize problems of supervision, safety, security or morale.

6. 5 Should one of the conditions outlined in Section 4.1 occur where there is a requirement to separate the employees, the Department will make every reasonable effort to find a suitable position within the Department to which one of the employees will transfer. The Department will engage the employees in an interactive dialog to assist the Department in determining which employee will be moved or reassigned or transferred.
6. 6 In order for the Department to deal effectively with any potentially adverse consequences that a relationship as described in Section 4.1 may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the Employee Relations Manager.