

Human Resources Policy Bulletin

City of Lincoln

Number: 2024-2

Date: April 1, 2024

| Reference: | Title: |
|---|-------------------------|
| This policy supersedes AR 37, dated June 4, 2015. Neb. Rev. Stat. § 49-1499.04 | Employment of Relatives |

I. PURPOSE

The City of Lincoln (“the City”) is committed to a policy of employment and advancement based on qualifications and merit. The City does not discriminate in favor of or in opposition to the employment of relatives.

II. DEFINITIONS

- A. Immediate family members are defined in LMC 2.76.040.
- B. Personal relationship is defined as a relationship between individuals who have or had a relationship of dating, romantic or intimate nature.

III. PROVISIONS

- A. This policy applies to all full-time, part-time, temporary, seasonal, and on-call employees.
- B. Immediate family members or employees involved in a personal relationship may work in the same location or department, as long as they do not have a direct or indirect supervisory reporting relationship.
- C. The potential for perceived or actual conflicts of interest, such as favoritism or personal conflicts external to the work environment, can be carried into the working relationship. Such areas of perceived or actual conflicts of interest include, but are not limited to: hiring, retention, transfer, promotion, wages, leave requests, direction of work, performance evaluations, sharing of confidential or sensitive information unrelated to the employee’s job duties, and discipline.
- D. Department Heads are responsible for monitoring changes in employee reporting relationships to ensure compliance with this policy.
- E. Exceptions to this policy may be granted upon written authorization by the Mayor.

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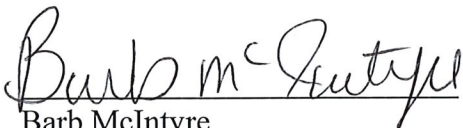
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IV. PROCEDURES

- A. Any new hire or employee who enters into one of the above relationships, or is in a current relationship as defined by this policy and transfers into a position that creates a conflict, prior to or during employment, is expected to report the personal relationship.
- B. To report the personal relationship, complete the Employment of Relatives Exception Agreement and submit to their Department Head.
 - i. If the Department Head is supportive of granting an exception, forward the signed form to the Human Resources Director for consideration.
 - ii. If there is a supervisory reporting relationship conflict, an alternative supervisory path must be established and submitted to Human Resources with the agreement.
 - iii. If the Department Head does not grant the exception, they will inform the employees of the decision and reason(s).
- C. In the event an immediate family member of a current employee is being considered for employment in the same department, the Department Head will ensure the interview and selection team follows a fair and equitable hiring process, free of bias.
- D. Approved Employment of Relatives Exception Agreements will be submitted to Human Resources and stored in the employees' HR file and with the City Clerk.



Barb McIntyre
Human Resources Director

2/29/2024
Date



Leirion Gaylor Baird
Mayor

March 1, 2024
Date