



Administrative Regulations

Office of the Mayor

Title: EMPLOYMENT OF RELATIVES POLICY

A.R. Number: 5.17 **Effective Date:** 7/1/2023 **Page:** 1 of 3

Supersedes: N/A **A.R.:** N/A **DATED:** N/A

I. PURPOSE

The City of Richmond 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 relatives.

This policy shall be administered in accordance with all applicable federal, state, and local laws governing working relationships between family members.

II. POLICY

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment which can be carried into the daily working relationship, the City of Richmond will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, and leave requests.

Immediate family members shall not be placed in a supervisor-subordinate relationship or in the same line of supervision in the same agency, regardless of the working relationship. Any employee with supervisory responsibilities shall not have a family member under their scope of responsibility.

This policy applies to all current employees and candidates for employment.

III. PROCEDURE

During the application process, the candidate for employment or other employment action must specify they are not a relative as defined above. Failure to submit certification to the Director of Human Resources or designee will result in the delay of the job offer until certification is submitted.

If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Such changes must be approved by the Director of Human Resources or designee. If a decision cannot be made by the affected employees within fourteen (14) days of reporting, reassignment will be made on direction of the appointing authority/department head or designee and the Director of Human Resources or designee.

No exception to this policy will be made without the written consent of the Director of Human Resources or designee.



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IV. RESPONSIBILITY

Appointing Authorities and/or Department Heads – Appointing authorities/department heads or designee are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy.

Department of Human Resources (HR) – HR is responsible for oversight and administration of this policy. HR is the central repository for all personnel files and information. HR shall make available all necessary procedures and forms to departments and employees and provide guidance when questions arise.

Employees – Employees are responsible for immediately reporting any changes to their supervisor.

V. DEFINITIONS

Relative – "Relative" refers to any of the following relationships, whether by blood, marriage, adoption, or a step-relationship: spouse, parent, grandparent, child, grandchild, brother, sister, niece, nephew, or first cousin.

Other words and phrases contained within this policy are interpreted by the Director of Human Resources and can be made available upon request.



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VI. REGULATION UPDATE

Modifications to this policy shall be the responsibility of the Department of Human Resources under the advisement of the Chief Administrative Officer.

Approval


CHIEF ADMINISTRATIVE OFFICER


MAYOR