



City of Callaway's Nepotism Policy:  
Personnel Manual Section 3.09

### **3.09 - NEPOTISM POLICY**

A. The employment of relatives at the City of Callaway is allowed where there is no conflict of interest, no direct or indirect supervisory responsibility between relatives, and where functions of positions do not overlap or require authorization, validation, approval, etc. of both parties with the following relationship: parent, grandparent, son, daughter, sister, brother, grandchild, cousin, aunt, uncle, niece, nephew, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, husband or wife (the aforementioned include biological or step). This does not prohibit continued employment of individuals who become related while working for the City even if employed in the same department. (Department means Public Works, Planning/Code Enforcement, Fire, Leisure Services, and Finance) Subgroups are such as: Billing, Street, Solid Waste, Water, Maintenance Shop, etc.)

B. While the employment of related persons in the same organizational unit or in a job-related organizational unit is not encouraged, such employment is permitted when there is no conflict of interest and there is a demonstrated critical shortage of qualified applicants.

C. Related individuals, currently working for the City (as outlined above), who do not work in the same department, will not be allowed to later transfer or be assigned on a permanent basis to positions within the same department. This also applies to personnel contracted through temporary employment agencies.

D. Employees who marry, or establish a close personal relationship, (*For the purposes of this Section only, the definition of a "close personal relationship" is a person that resides with, is engaged to, or has a business relationship with an employee or City Commissioner.*) may continue in their current positions as long as a prohibited employment relationship, is not created. If one of the prohibited situations does occur, attempts will be made to find another position to which one of the employees can transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. Should difficulties arise in this decision-making process, the employee with greater seniority will remain employed. In a situation with seniority dates being the same, the decision is at the discretion of the City Manager. The employees may continue to work for the City as long as neither has the responsibility of supervising or recommending for promotion their spouse or co-habitant. No individual will be hired or transferred to fill an available position in a division where a relative, or member of the immediate family, is employed.

Pursuant to Florida Statute 112.3135 and to ensure fairness and the best interest of the City of Callaway, immediate family will not be employed in any position where one relative would have the authority to supervise, appoint, remove, discipline, evaluate the performance of the other, or audit the work of the other. The City will not employ immediate family as defined in F.S.112.3135. In questionable areas, the ultimate decision is made by the City Manager.