

POLICY REGARDING EMPLOYMENT OF RELATIVES

In order to protect both employees and the City of Stoughton from unnecessary conflict of interest or the appearance of a conflict of interest, it is the policy of the City that a member of the immediate family (as defined below) of a City employee shall not be hired or serve in a position if either individual would have authority to hire, fire, supervise, or financially audit the work of the other; or if one would handle confidential materials which would create the appearance of improper or inappropriate access to that material by the other. For the purpose of this section, immediate family includes: spouse, son, daughter, stepchild, father, mother, step parent, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law or unrelated persons who are members of the employee's household.

When a prohibited working relationship arises after an individual is employed with the City, the employees will be given the opportunity to transfer to another department, if a position is available, or identify which employee shall resign from City employment. If the employees do not exercise their choice, the City will terminate one of the employees.

Employees and applicants are expected to disclose these relationships whenever they may come into existence. Failure to do so may lead to discipline.

Exceptions to this policy may be made if a prohibited working relationship arises after an individual is employed with the City and the only basis for the prohibited working relationship is that one employee has the authority to evaluate or review employment decisions of an immediate family member (e.g., compensation, promotion, discipline). In such cases, the authority to review such employment decisions shall be deferred to another appropriate supervisor or Department Head, if possible. The City shall have the sole authority to determine if any such alternative arrangement is possible or acceptable.

In the event any City official or employee attempts to seek an unfair advantage or attempts to unduly influence any person with hiring authority, in the selection for City employment, such person shall be immediately reported to the City Clerk or the Chairperson of the Personnel Committee.

This policy will not affect the Volunteer Fire and EMS Departments in hiring family members as volunteers.

Persons employed by the City on the date of this policy shall not have their employment affected because of the adoption of this policy. However, any future personnel transactions shall be governed by this policy.

ADOPTED BY THE COMMON COUNCIL: May 10, 2005

AMENDED BY THE COMMON COUNCIL: June 12, 2007

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