



Nepotism

Effective Date: April 2, 2014

16.1 NEPOTISM

- A. No member of the Town Council, Town Manager, or a Department Director shall appoint or vote for the appointment of an immediate family member, member of current household or affinity to another individual within the third degree to Town employment pursuant to A.R.S. §38-481.
- B. No immediate family member of the Mayor, Town Council Member, Town Manager, Finance Director, Human Resources Director, or payroll personnel may be hired for employment with the Town of Oro Valley.

16.2 CAUSAL CONNECTION POLICY

- A. The Human Resources Director or designee will review each application for employment in a Town department where the applicant has an immediate family member or member of their current household employed. In collaboration with the Town Manager, the Human Resources Director or designee may prevent the applicant from proceeding in the hiring process if there is an appearance of nepotism or favoritism as a result of their relationship with a current employee.
- B. Employees are not allowed to directly supervise an immediate family member or member of their current household.
 - 1. If a supervisory responsibility is involved, then the affected employees will determine which of them will transfer or resign in order to ensure compliance with this policy.
 - 2. The Town will assist in exploring transfer opportunities to like or similar positions for either employee.
 - 3. If no transfer opportunity exists after 90 days, one of the employees will be required to resign their employment with the Town.
- C. Employees will refrain from intervening in any employment matter involving an immediate family member or member of their current household and shall refrain from involvement in any employment matter which may be viewed as a conflict of interest.