



MANAGEMENT POLICY

POLICY NUMBER:
101.09

SUBJECT:

Employment of Relatives

EFFECTIVE DATE:
3/22/2010
REVISED DATE:

I. Purpose

To prevent potential problems with supervision, safety, security, and morale that may arise from employment or membership of relatives and to comply with Arizona Revised Statute 38-481.

II. Scope

This policy applies to all personnel of the District and to any official holding office whether elected or appointed.

III. Policy

Applications for employment from relatives will be considered with other qualified applications when employment vacancies occur. However some restrictions on hiring and placement within the organization will apply.

IV. Definition

Relative shall mean an employee or elected official's spouse, child, parent, sister, brother, grandchild, grandparent, and his/her spouses; sister, brother, or child of a spouse. Step relationships and employee/official's court-appointed legal guardians are included in this definition.

V. Procedure

A. Managers and Executive Officers

1. Managers and officers in the positions listed shall not be allowed to have a relative employed in the District as a full time or part time employee. This section shall not be construed to require the dismissal of an employee hired before a relative is hired or promoted into one of these positions:

- a) Fire Chief
- b) Deputy Fire Chief

B. Board of Directors and Committees

1. Board members will not be allowed to have a relative employed in the district as a full time or part time employee.

2. Board of Directors appointed committee members shall not be allowed to have a relative employed as a full time or part time employee.

C. Employing Relatives

1. A relative of a current District employee may be employed as a full time or part time employee under the following guidelines:

- a) No employee shall directly supervise a relative
- b) No employee shall approve promotions, disciplinary actions, or other employment related decisions for a relative employed in the District.
- c) Relatives shall not regularly work for the same immediate supervisor
- d) Relatives shall not regularly work at the same station on the same shift

D. Post Employment Relationships

1. In the event two employees become related, there must be compliance with this policy and consideration to the adjustment of work assignments.