

**CITY OF TRAVERSE CITY
OFFICE OF THE CITY MANAGER
PERSONNEL POLICY NO. 218P**

TITLE: EMPLOYMENT OF RELATIVES
DEPARTMENTS AFFECTED: ALL
EFFECTIVE DATE: JULY 2011

PURPOSE: The purpose of this policy is to prohibit the employment of relatives of City department heads, supervisors, and elected officials.

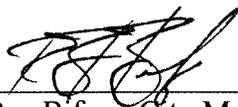
ELIGIBILITY: All departments

PROCEDURE: No person will be hired in a City department, division or work unit where a department head, supervisor, or elected official is a relative of the person at time of hire. This prohibition applies to any and all types of employment relationships including, but not limited to, full-time, part-time, irregular part-time, seasonal, temporary or contractual. Employment of a relative through a temporary employment agency is also prohibited.

For purposes of this order, a relative means a person holding the following relationship to the department head, supervisor, or elected official, whether that relationship is natural, adoptive, step or foster in nature.

Spouse	Grandchild	Parent-in-law
Child	First Cousin	Son-in-law
Parent	Uncle	Daughter-in-law
Brother	Aunt	Brother-in-law
Sister	Niece	Sister-in-law
Grandparent	Nephew	

If an employee becomes related to a department head, supervisor or elected official during their term of employment, a review of the situation will be conducted by the City Manager to resolve the matter in the best interest of the City.



R. Ben Bifoss, City Manager

History: