



Administrative Policy

Title: Nepotism Policy				
Administered By: Human Resources Department				
Policy No.	Issue Date	Revision Date	Department Head Approved	City Manager Approved
01400.806	09-07-23	N/A	DocuSigned by: <i>Angela Rivera</i> <small>34926F621C634BF...</small>	DocuSigned by: <i>Jacob Ellis</i> <small>8CB6AE0895944B4...</small>

ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to avoid conflicts of interest between work-related and personal/family obligations; reduce favoritism or even the appearance of favoritism and prevent personal/family conflicts from affecting the workplace. The City of Corona is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

ARTICLE II - DEFINITIONS AND SCOPE

Section 2.1 Definitions

For purposes of this policy, the following definitions shall apply:

- A. "Domestic Partner" means an individual who is recognized as a domestic partner under applicable law.
- B. "Hiring/Promotion Process" means any part of the hiring, promotion or reinstatement process for a new hire or re-hire position, promotion or reinstatement, including, but not limited to, screening of applications, creating interview questions, participating as a panel member, or any part of the testing process.

- C. “Related” means two or more people who are relatives of each other.
- D. “Relative” means spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, parent-in-law, brother-in-law, sister-in-law, domestic partner, legal guardian, and/or any other individual related by blood or marriage living in the same household as the employee.
- E. “Spouse” means one of two persons to a marriage, as recognized under applicable law.
- F. “Supervisory relationship” means an employee who exercises the right or responsibility to control, direct, reward, or discipline another employee by virtue of the duties and responsibilities assigned to their position.

Section 2.2 General Scope

This policy is applicable to all City employees unless otherwise specified in Section 2.3 below. All employees must adhere to the provisions stated in this policy. It is the duty of all managers and supervisors to enforce these provisions for the City employees under their authority.

Section 2.3 Exemptions from Provisions of this Policy

This policy shall not apply to those employees covered by the following policies:

- Fire Department Policy 3.08 (Nepotism); and
- Police Department Policy 1058 (Nepotism and Conflicting Relationships)

If a provision of this policy conflicts with any provision of a Memorandum of Understanding (“MOU”) between the City and a recognized employee organization, the provision of the MOU shall apply to employees who are covered by that MOU.

ARTICLE III – EMPLOYMENT

Section 3.1 Employment of Relatives in Same Department or Division

The City will not appoint, promote, reinstate, re-hire, or transfer a person to the same department or division in which the person’s relative already holds a position, if such employment would result in any of the following:

- A. One relative being under the direct supervision of another relative; or

- B. Potential conflicts of interest or hazards for relatives which are greater than for those who are not relatives.

Section 3.2 Current Employees Who Are Relatives in Same Department or Division

As of the effective date of this policy, City employees who are related shall not be affected in their current job status, except if the City Manager or their designee determines that the employment circumstances would negatively impact the supervision, safety, security, and/or morale of their department or division.

Section 3.3 Potential Remedies for Violation of Policy

When a violation of Sections 3.1 or 3.2 mandates that relatives shall not work in a prohibited relationship, the Human Resources Department will attempt to do any of the following:

- A. Job Redefinition or Transfer: Efforts will be made to redefine job responsibilities within the same department to minimize conflicts. If not feasible, one relative may be transferred to a similar position in another City department. The City will consider the preferences of the involved parties, but the ultimate decision rests with the City. Any salary reduction resulting from the transfer will not be considered disciplinary and cannot be appealed administratively.
- B. Separation: If transfers are not possible or there are no comparable positions available, the City may request voluntary resignation. If voluntary resignation is not obtained, the employee with the least employment service time in that department may be discharged. Continued employment of related employees within the same department is subject to approval by the Department Head and City Manager or their designee. However, they must not report to the same supervisor, supervise each other, work the same shift at the same location, or create potential adverse impacts on supervision, safety, security, or morale.
- C. Resolving Existing Conflicts: Reasonable efforts will be made to address current conflicts and prevent future conflicts from arising.

Section 3.4 Hiring/Promotion Process

- A. Employee Recusal from Process: The City shall not allow any employee related to a candidate to participate in any part of the hiring/promotion process.
- B. Notice of Relative Status: In circumstances where an employee's family member is going through any part of the hiring/promotion process, both the employee and the candidate must disclose to the hiring/promoting department and to Human Resources the relationship. In addition, as required in Section 3.4(A) above, the

employee must remove themselves from the hiring/promotion process to avoid the appearance of impropriety.

- C. Notice of Potential Prohibited Relative Situation: It is the duty of all involved employees who should have reason to know that they may be in a situation prohibited under this policy to immediately notify their supervisor, either in person or through the chain of command, that a situation exists in which the involved employee may be in violation of this policy. The City reserves the right to reasonably investigate the situation and determine whether the employee is in violation of this policy.
- D. Failure to Notify: Failure of an employee to provide notice as required under Sections 3.4(B) or 3.4(C) above may result in discipline.