	CITY OF DECATUR PERSONNEL POLICY		
Chapter 02	**Employment**		
Section 03	**Nepotism**		
Revised By:	**Nate Mara, City Manager**	**Revised Date:**	**October 13, 2025**
Approved By:	**Nate Mara, City Manager**	**Effective Date:**	**January 1, 2026**

02.03 Nepotism

This policy applies to all full-time, part-time, temporary, and seasonal employees of the City.

In order to prevent conflicts of interest, to avoid accusations and perceptions of biased conduct, and to maintain the confidentiality of restricted information, it is the policy of the City that:

A. **Applicants**. Under no circumstances will an applicant be employed in a department in which the employee may be directly supervised by a member of the employee's immediate family. Immediate family includes spouse, parents, children, brother, or sister.

B. **Promotion/ Reorganization.** If a promotion or reorganization results in an employee becoming the direct supervisor of an employed family member, the subordinate employee must immediately tender a written, conditional resignation. In the case of a promotion, the candidate will not be formally considered until the conditional resignation is submitted. If the candidate is selected and accepts the promotion, the resignation becomes final.

   In both scenarios, the effective date of resignation will normally be ninety (90) days after the promotion or reorganization takes effect. During this period, every reasonable effort will be made to identify and offer an alternative position within the organization to accommodate a transfer.

C. **Other Restrictions.** The following restrictions apply upon the employment of any relative including those defined as family members under this policy:

   a. No employee in the relationship will supervise, review, or process the work of the other;

   b. The employees' relationship must not create a conflict between employees'/City's interests; and

   c. There must be no interdependence or relationship between the jobs of the individuals concerned which could be potentially detrimental to the interests of the City.

D. **Relatives**. Relatives will not normally be permitted to work in the same department with each other without prior written authorization from the City Manager (or designee). In addition, written authorization must also be obtained from the City Manager (or designee) to employ any relative of a current City employee.

E. **Marriage, Co-habiting or Domestic Partnerships of Current Employees.** In the event of a marriage between two City employees, a promotion, reorganization, or any other situation giving rise to a relationship prohibited by this policy, one or both of the affected employees must immediately seek a transfer to another available position within the City for which the employee is qualified and that meets all other requirements of this policy. If a suitable transfer cannot be made within ninety (90) days of the event giving rise to a relationship prohibited by this policy, one or both of the affected employees will be required to resign from employment.

F. **Grandfather Clause.** The City is aware that, as of the effective date of this policy, a number of City employees are related, by blood or by marriage, to other City employees. These employees will be "grandfathered" under this policy, meaning they will be permitted to continue their employment with the City as long as they are not supervised by a family member and there is no interdependence or relationship between the jobs of the individuals concerned which could be potentially detrimental to the interests of the City as determined by the Director of Human Resources or the City Manager.

   The above "grandfathered" provision is limited to family relationships as they exist as of the effective date of this policy. Any future changes to the family relationship and/or the employment status of the affected employee(s) will be governed by the requirements of this policy.

G. **Periodic Review.** Periodically, the City Manager (or designee) will review the job descriptions and interrelationship between the affected jobs and determine whether they meet the requirements established by policy. If one or more of these requirements are not met, one or both of the affected employees must immediately seek a transfer to another available position within the City for which the affected employee is qualified and that meets the requirements of this policy.

   If a suitable transfer cannot be made within ninety (90) days of the event giving rise to a relationship prohibited by this policy, one or both of the affected employees will be required to resign from employment.