



**CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 18**

EMPLOYMENT OF RELATIVES

These Administrative Instructions apply to all full-time and non-temporary, part-time employees and to all applicants for such positions.

Relatives of City employees may be appointed to fill seasonal/temporary, part-time vacancies. However, the filling of seasonal/temporary, part-time vacancies with relatives of City employees will not occur, if such appointments place new hires under the supervision, either directly or indirectly, of a relative.

INSTRUCTIONS

It is the policy of the City of Bowling Green to hire, promote, and transfer employees on the basis of individual merit and to avoid any hint of favoritism or discrimination in making such decisions. The employment of individuals with close familial relationships at certain levels of the organization or in positions where one might have influence over the other's status or job security is regarded as a potential violation of this policy. Even if favoritism or discrimination is not shown, the existence of the situation may precipitate questions difficult to answer or may cause some discomfort for the individuals involved.

Therefore, it is the City's policy to avoid the hiring, transfer, or promotion of relatives of employees into situations where the possibility of favoritism or conflicts of interest might exist, such as within the same division. Furthermore, applicants will not be hired or employees promoted or transferred into a department or division that audits and/ or controls at a location where a relative of an employee is already employed.

When a situation that runs contrary to the above policy arises through promotion, transfer, or marriage, the affected individuals have six months in which to settle the issue voluntarily. This means that they must decide which one will either transfer out of the division, if a transfer opportunity is available, or terminate his/her employment. If the affected parties are unable to resolve the situation on their own within six months, then the employee with the least seniority will either be transferred, if such transfer opportunity is available, or terminated.

Administrative Instruction No. 18
Employment of Relatives
May 1, 2001

DEFINITIONS

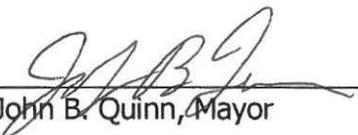
For purposes of this policy, relatives are defined as:
Husband, Wife, Son, Daughter, Mother, Father, Brothers, Sisters

EXCEPTIONS TO THE POLICY

- A.) The Mayor of the City of Bowling Green may authorize an exception to the provisions of the policy if it is found that: 1) the position to be filled requires a person with specialized training and experience not generally available in the employment market; 2) there is a vital necessity to fill the vacancy; 3) substantial bona fide efforts have been made to locate and employ such a person who is not a relative of an employee; and 4) the relationship between the relative and the applicant or employee is unlikely to materially affect their employment by the City.

A request to the Mayor for an exception to the policy shall be accompanied by a written statement from the department/ division head requesting the person be hired. The written statement must include all of the criteria to be considered by the Mayor in order that he/she can make his/her decision with regard to appointing the person to a position. The request to hire the individual shall also be accompanied by a written recommendation from the Personnel Director.

- B.) The City realizes that there may currently be existing relationships among employees that run contrary to this policy or that such familial relationships may develop between current employees in the future. Furthermore, it is not the City's intent to mandate changes to existing or future employment situations where related employees are involved. Therefore, City employees, who were hired prior to the effective date of this policy, regardless of their familial relationship(s) with other current City employee(s), are "grandfathered", and as such they will not be subject to the requirements of this policy.



John B. Quinn, Mayor

5-1-01

Date