

CITY OF CORAL SPRINGS ADMINISTRATIVE POLICY MANUAL	
CHAPTER: 06 PERSONNEL POLICIES	POLICY NO: 06.02.03
SECTION: 02 HIRING PROCEDURES	
SUBJECT: 03 EMPLOYMENT OF RELATIVES	
	OFFICE/DEPT: HUMAN RESOURCES
	EFFECTIVE DATE: 03/01/02
	CITY MANAGER: MICHAEL S. LEVINSON
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PURPOSE:

To regulate the employment of "immediate relatives" applicable to employees not holding defined positions, and to regulate the employment of "relatives" applicable to elected officials, senior management employees or employees of the Human Resources Department.

DEFINITION:

"Immediate relative": husband, wife, son, daughter, father, mother, brother, sister, grandparents, grandchildren, stepfather, stepmother, stepson, stepdaughter, stepsister, stepbrother, half brother, half sister, or any person living in the same household.

"Relative": husband, wife, son, daughter, father, mother, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsister, stepbrother, half brother, half sister, grandparents, grandchildren, or any person living in the same household.

Elected Officials: Mayor, Commissioners of the City of Coral Springs

Senior Management: Department directors, Assistant City Managers, City Manager, City Attorney, Deputy City Attorney, Assistant City Attorney.

Human Resources Department: any budgeted position within the Human Resources Department.

POLICY:

1. No person may be hired that has a relative that is an elected official of the City, or employed in Senior Management or in the Human Resources Department. Exemptions are made for summer parks & recreation temporary positions, or internships, or school crossing guards or other similarly situated temporary positions as determined by the Director of Human Resources.
2. No person may be hired into the same department in which he/she has an "immediate relative" working.

Department Directors are responsible for ensuring that a conflict of interest does not occur throughout the duration of any such authorized employment.

3. No person may be transferred into a department in which he/she has an "immediate relative" working.
4. Persons becoming husband and wife while working within the same department may continue their employment in their respective department provided no conflict of interest occurs, subject to Department Director approval and Human Resources written concurrence.
5. Related persons presently employed as of March 1, 2002 are grandfathered under this policy in their current positions. Such employees seeking promotions or transfers shall abide by the revisions implemented March 1, 2002.

HISTORICAL INFORMATION:

This policy supersedes and replaces all prior policies on the topic of Employment of Relatives.

MICHAEL S. LEVINSON, CITY MANAGER

DATE