



## ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 807: HIRING OF RELATIVES

---

### A. General Provisions

1. All persons employed by the City are hired as a result of merit and fitness to perform a specific job either in the Classified or Unclassified Service. Relatives of City employees are welcome to apply for jobs for which they are qualified with the assurance that they will be treated in the same manner as all other applicants. Their acceptance or rejection for a position with the City will be based solely on merit and fitness. A member of an employee's or official's family includes the following relatives, regardless of where they reside: (1) spouse; (2) children (whether dependent or not); (3) stepchildren (4) siblings and half-siblings; (5) parents or parents-in-law; (6) grandparents or grandparents-in-law; and (7) grandchildren. A family member also includes any other person related by blood or by marriage and living in the same household as the employee or official.
2. Non-emancipated minor (under the age of 18) children or step-children of a City employee or official may not work for the City in any capacity.
3. City employees and officials may not discuss, recommend, authorize or use the authority or influence of their position, formally or informally, to secure a job for a family member. This includes full-time, part-time, temporary, seasonal, contractual or permanent positions, positions in the Classified or Unclassified Civil Service, or non-civil service positions.
4. City employees and officials may not use their public positions to obtain promotions, selective raises or other job-related benefits for family members. Additionally, City employees and officials may not directly supervise family members or have direct involvement in family members' compensation, discipline, performance evaluations, or promotional consideration.
6. Ohio Ethics laws as well as Ohio Revised Code Chapter 102 and Sections 2921.42 and 2921.43 set restrictions on hiring relatives and are incorporated into this Policy by reference. This policy shall be reviewed, analyzed, and applied in accordance with the relevant advisory

opinions and decisions of the Ohio Ethics Commission. In the event this policy is inconsistent and/or more restrictive than the relevant sections of the Ohio Revised Code, this policy shall prevail. Employees or officials who have concerns or questions about this Policy should consult with the Human Resource Department and/or the Law Department.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/14/22  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

11.14.2022  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources