



Employment of Relatives  
Administrative Policy #44  
(September 2021)

**I. PURPOSE**

To provide a policy of employment and advancement based on qualifications and merit that does not discriminate in favor of or in opposition to the employment of relatives.

**II. OBJECTIVE**

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, the City of Portsmouth will hire relatives of persons currently employed only if:

1. candidates for employment will not be working directly for or supervising a relative,
2. candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative

Such decisions include compensation, hiring, performance evaluation, promotion, retention, training, transfer, and leave requests. This policy applies to all current employees and candidates for employment.

**III. DEFINITIONS**

Relative – any person having any of the following relationships to a current City of Portsmouth employee:

- Spouse
- Parent (Father, Mother, Father-in-law, Mother-in-law, Stepfather, Stepmother, Step Father-in-law, Step Mother-in-law, Guardian)
- Sibling (Brother, Sister, Half Brother, Half Sister, Stepbrother, Stepsister, Brother-in-law, Sister-in-law)
- Child (Daughter, Son, Stepdaughter, Stepson, Foster Child)
- Grandparents (Grandfather, Grandmother, Step Grandfather, Step Grandmother)
- Grandchildren (Granddaughter, Grandson, Step Granddaughter, Step Grandson)
- Aunt or Uncle
- Cousin (First)
- Nephew or Niece

**IV. APPLICABILITY**

This policy applies to all full time and part time employees of the City as defined by Code of the City of Portsmouth.

**V. POLICY STATEMENT**

- A.** It shall be the policy of the City of Portsmouth, not to employ or continue to employ relatives, as defined section III, of present employees in a direct supervisory-subordinate relationship, or in any other employment relationship which the department head considers to be detrimental to the functions of the department, including, any position where a relative could exercise control, or in any way influence the status, work, compensation, evaluation, advancement or supervision of a relative.
- B.** All job applicants will be asked if they have any relatives as defined in this policy employed with the City of Portsmouth, and if so, the relationship of the relative. Misrepresentation of an applicant's or employee's relationship with any City of Portsmouth employee is grounds for termination.
- C.** If a familial relationship falling within the definition contained section III, currently exists within any scope of employment within the City of Portsmouth, affected persons will complete the attached Employment of Relatives Relationship Disclosure Form, attached at the end of this policy. Once completed, the Employment of Relatives Relationship Form will be returned to the Department of Human Resource Management.
- D.** Should a familial relationship falling within the definition contained in section III, develop after employment, one or both parties involved shall, within five (5) workdays, notify the department head of the relationship. Thereafter, the City of Portsmouth will first attempt to separate the relatives by transfer of one relative to an equal job within the City of Portsmouth. If an equal job is not available, one relative may volunteer for demotion if a position is available for which the relative is qualified. If positions do not exist to separate the relatives and neither employee voluntarily terminates his or her employment, then the employee last hired will be terminated.
- E.** Should a familial relationship falling within the definition contained in section III, develop between an employee and a member of the employee's management team in the chain of supervision, then the manager shall refrain from participating in reviewing or decision making in regard to any matters related to the employee/relative and shall prepare a memorandum memorializing this abstention and, if they are a final decision maker, indicating who will be designated as having decision making authority in matters related to their relative.
- F.** This policy applies to all categories of positions, including but not limited to, full time, part time, contract, grant, intern, seasonal, temporary, and all employment programs.
- G.** No City of Portsmouth employee will initiate contact with the Department of Human Resource Management regarding the application status, hire, or any other employment decision of any applicant, including, but not limited to, employees and relatives. References may be given in these cases, if requested.

**VI. REVISIONS**

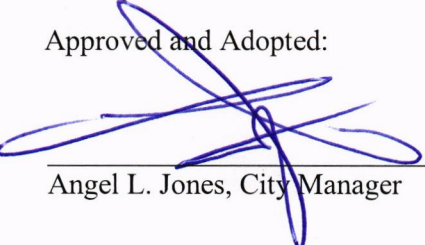
City Manager, or designee, may revise this policy, or any portion thereof, at any time.

Approved as to Form and Content:

  
\_\_\_\_\_  
Derek Challenger, Assistant City Attorney II

9/22/2021  
Date

Approved and Adopted:

  
\_\_\_\_\_  
Angel L. Jones, City Manager

9/21/21  
Date

Attachment



## Employment of Relatives Relationship Disclosure Form

If you are supervising a relative as defined by Administrative Policy #44, Section III, please complete the attached form and return to the Department of Human Resource Management by emailing to [HRADMIN@portsmouthva.gov](mailto:HRADMIN@portsmouthva.gov) or by hand delivering to the HRM office on the 2<sup>nd</sup> floor of Portsmouth City Hall.

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Department/Division: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Name: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_