



Administrative Policy Manual

Policy No: A-10

Date: 12-1-10

Approved: *Dan Martiz*

SUBJECT: RELATIVES WORKING FOR THE CITY OF INDIO

PURPOSE: To define situations in which an employee or prospective employee who is related by blood, marriage, domestic partnership or other family status may work for the City.

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GENERAL POLICY:

Each employee shall maintain a professional working relationship and shall address each other with professionalism as it pertains to his/her position with the City. An employee, prospective employee, or applicant shall not necessarily be denied employment or benefits of employment, on the basis of marital status or family relationship to another employee, elected or appointed official.

PROVISIONS:

1. Marital status is defined as an individual's state of marriage, non-marriage, divorce or dissolution, separation, widowhood, annulment, domestic partnership or any other family relationship.
2. A relationship or a relative exists and is defined between two people when one is the spouse, domestic partner, child (including stepchild), parent, brother, sister, grandparent, or grandchild, including the aforementioned in-laws, of an employee, elected official or appointed official.
3. The City retains the right not to place one relative under the direct or indirect supervision of the other party to the same relationship.
4. The City retains the right to refuse to place both spouses, domestic partners or relatives in the same department, division or facility where there is a potential for creating adverse impact on supervision, safety, security, or morale, or if there is a potential conflict of interest pursuant to Government Code Section 12940.
5. When two employees marry, separate or divorce, file for legal status as domestic partners or annulment, or otherwise become related or unrelated where such has the potential for creating an adverse impact on supervision, safety, security or morale because both are employed in the same department, or one directly supervises the other, the City retains the right to transfer one of the employees to another department or work unit. In the event of such transfer, the transferred employee shall retain the same or a comparable position with the same salary and benefits.