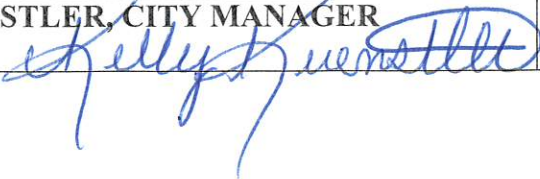




SECTION: HUMAN RESOURCES	REFERENCE NUMBER: A21
SUBJECT: NEPOTISM POLICY	EFFECTIVE DATE: 10/28/2019
FROM: KELLY KUENSTLER, CITY MANAGER 	LAST REVISION DATE: 09/09/2016

PURPOSE

The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest and loyalty often associated with nepotism.

NEPOTISM; PERSONAL RELATIONSHIPS

- A. An applicant may not be hired as an employee of the City of Leon Valley, if the City already employs a person who is related within the third degree of consanguinity (blood) or second degree of affinity (marriage). See Attachment A for illustration.
- B. No person related within the second degree by affinity or within the third degree by consanguinity to any elected officer of the City, to the City Manager, or Director, shall be appointed/hired to any office, position or clerkship or other City service.

Covered relationships include the following:

- 1. Affinity Kinship is a relationship by marriage: Husband, wife, mother-in-law, father-in-law, daughter-in-law, son-in-law, spouse's grandfather, spouse's granddaughter, spouse's brother, spouses sister spouse's sister, spouse's grandson, spouse's grandmother, spouse's brother, and spouse's sister.
 - 2. Consanguinity Kinship (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025
Mother, father, son, daughter, stepchildren, stepparents, grandfather, grandmother, granddaughter, grandson, sister, bother, aunt, uncle, niece, nephew, great grandson, great granddaughter, great grandfather, and great grandmother.
 - 3. Significant others who live in the same household.
- C. In an event that a marriage or cohabitation of employee places them in violation of this policy, they will be given the opportunity to decide between themselves, which of them is to resign or be transferred. If the employee fails to make this decision within thirty (30) calendar days, the employee with the shorter length of service with the City will be

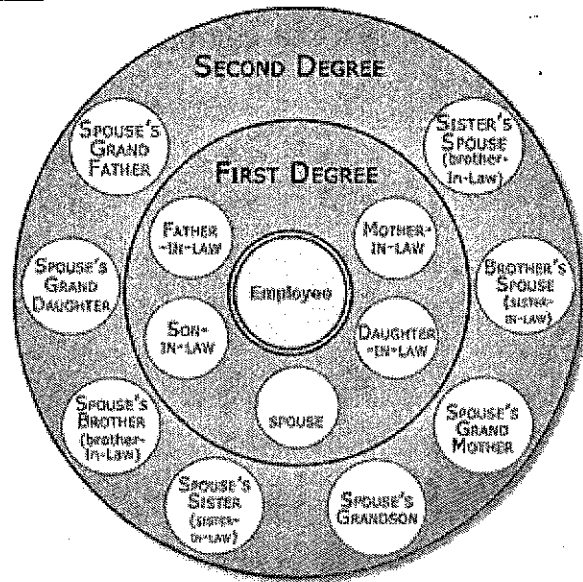
discharged. However, the City Manager has the authority to determine what action is in the best interest of the City.

D. Situations which are impermissible under this policy, but which existed prior to **September 9, 2016** have been provided exceptions.

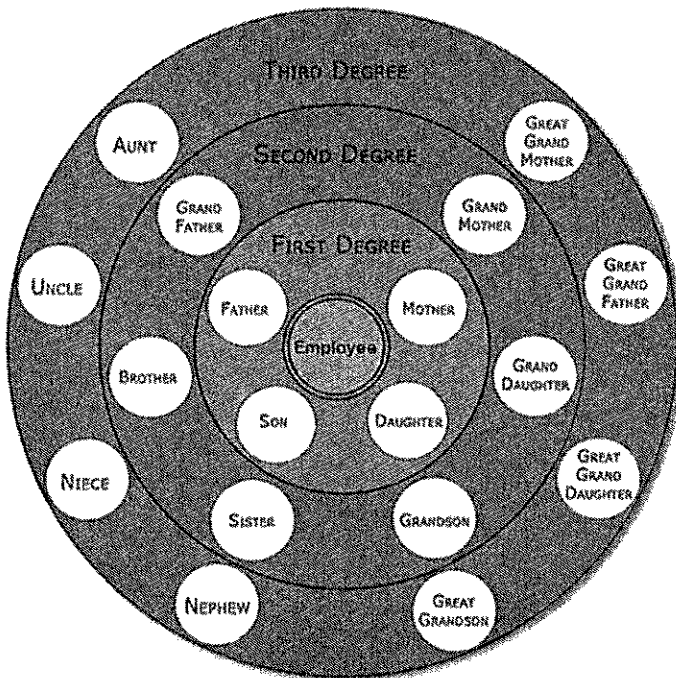
Attachment A
Nepotism Chart

The Chart Shows:

- Affinity Kinship (relationship by marriage)
- Consanguinity Kinship (relationship by blood) for purposes of interpreting



AFFINITY KINSHIP
Relationship by Marriage



CONSANGUINITY KINSHIP
Relationship by Blood