

A. Statement of Purpose

The intended purpose of this policy is to reduce the potential for conflict of interest, impairment of judgment, and favoritism among related employees and to facilitate an open, competitive hiring selection environment.

B. General Policy1. City Council and Council Appointees

No person related within the fourth degree of affinity or consanguinity to the mayor, a city council member, the city manager, an assistant city manager, city attorney, municipal judge, or city secretary may be appointed to any position or employed by the City. The restriction in this section does not apply to anyone appointed or employed before the election or appointment of the officials set forth in this section.

2. Group Leaders and Municipal Services Directors

The following relatives of a group leader or municipal services director are not eligible for employment with the City of Waco or an appointment to a position with the City of Waco:

- (a) spouse
- (b) parent or child
- (c) parent or child of a spouse
- (d) brother, sister, grandparent, or grandchild
- (e) brother, sister, grandparent or grandchild of a spouse
- (f) great-grandparent or great-grandchild
- (g) aunt who is a sister of a parent
- (h) uncle who is a brother of a parent
- (i) niece or nephew who is a child of a brother or sister, or
- (j) cousin who is a child of a parent's brother or sister.

The restriction in this section does not apply to anyone appointed or employed prior to the appointment of any persons set forth in this section.

3. Other Employees

The following relatives of an employee, other than an employee or official set forth in sections 1 or 2 may not be employed in the same division as the employee:

- (a) spouse
- (b) parent or child
- (c) parent or child of a spouse
- (d) brother, sister, grandparent, or grandchild
- (e) brother, sister, grandparent or grandchild of a spouse
- (f) great-grandparent or great-grandchild
- (g) aunt who is a sister of a parent
- (h) uncle who is a brother of a parent
- (i) niece or nephew who is a child of a brother or sister, or
- (j) cousin who is a child of a parent's brother or sister.

The restriction in this section does not apply to anyone appointed or employed prior to the appointment of any persons set forth in this section.

4. Employees Becoming Related After Employment

If employees become related after employment and a conflict of interest or management problems of supervision, safety, security or morale result, reasonable time may be provided to resolve the matter. If resolution is not possible, the City may require one or both of those employees to transfer or resign.

5. Exemptions

The City Manager may exempt persons from the application of this policy if the manager finds that it is in the best interest of the City to do so or if

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local, state, or federal law requires otherwise. Group Leaders and Municipal Services Directors desiring to hire an individual subject to this disqualification may request consideration of an exemption from this policy by the City Manager.



Larry D. Groth, P.E., City Manager
April 13, 2006