



Office of the Mayor
City of Columbus
Ohio

NEPOTISM POLICY

In order to ensure that hiring and supervision of employees in the City of Columbus are conducted in a manner that enhances public confidence in government and prevents situations which give the appearance of partiality, preferential treatment, improper influence, or a conflict of interest, this policy is being set forth to provide specific guidance and instruction regarding such employment matters.

Relationship by blood, marriage, same household, or business association to/with a current City employee will not constitute an advantage or a deterrent to appointment in the City provided the individual meets and fulfills the appropriate appointment standards and procedures. However, except for positions where selection decisions are governed by collective bargaining provisions and the exercise of seniority rights, members of the same family, household, or business association should not be appointed or assigned to positions in which one individual is able to influence and/or participate in any matter that directly affects the employment of another individual associated by relationship as defined herein.

For purposes of this policy, family member includes: spouse, child, sibling, parent, grandparent, grandchild, uncle, aunt, nephew, niece, father or mother-in-law, son or daughter-in-law, brother or sister-in-law, grandparent-in-law, stepfather or mother, stepbrother or sister, stepson or daughter, half-brother or sister, and legal guardian or other person who stands in the place of a parent; household member includes people living in the same household who are not legally married or related; and, business associate includes individuals who are joined together in a relationship for business purposes or acting together to pursue a common business purpose or enterprise.

A City official or employee may not participate in any matter affecting the employment of another individual associated by relationship as defined herein, including but not limited to: 1.) selection; 2.) changes in compensation or benefits; 3.) assignment of duties; 4.) evaluations; or 5.) actions involving promotion, discipline, layoff, and/or termination. Supervisors or managers with related individuals in their chain-of-command must recuse themselves from any employment matters as described herein. Such matters should be immediately forwarded to their immediate supervisor for resolution, and communicated to the divisional human resources office for tracking purposes.

So that appointing authorities may be duly informed of such relationships between current City employees and a candidate for a current vacancy, all final candidates are to complete an Employee Relationship Declaration form for review by departmental human resources staff. In instances where an individual, who has declared being part of a relationship as defined herein is to be hired for a position, the appointment paperwork (PP20) must be personally signed by the appointing authority to demonstrate his/her knowledge of the relationship.