

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

EMPLOYMENT RELATIONSHIP OF FAMILY MEMBERS

MP104.02D 11/08 – R

PURPOSE

The purpose of this procedure is to communicate a City and Department policy regarding employment and supervisory relationships among family members.

DEFINITION

For purposes of this policy, "relative" means the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half-blood and their spouses, and the parent, brother, sister or child of a spouse. A court appointed legal guardian or an individual who has acted as a parent substitute is also included within this definition.

A. Appointment of Relatives to City Employment

Members of the Department cannot appoint any relative, as defined above, to any position within the Department. Members within the Department assigned to positions that make appointments, conduct inter-views, promote, etc. cannot participate and must disqualify themselves if a relative is a candidate. Written notice of the disqualification should be forwarded through channels to the Personnel Control Officer. All consideration and appointments of candidates should be in accordance with the Fire Department policy M.P. 104.02D and A.R. 2.91.

B. Immediate Supervisory Relationships

In accordance with A.R. 2.91 members shall not be permitted to directly supervise a relative as defined above. The Personnel Control Officer is responsible for the enforcement of this policy. Supervisors will make every attempt to reassign or transfer members who may find themselves by reason of marriage, promotion, or reorganization, in an immediate a supervisory relationship with a relative.

By way of example, direct or immediate supervision would include any participation in the hiring decision, promotional decision, disciplinary decision, or preparing or influencing the performance evaluation of a relative.

Irrespective of the immediate supervisory relationship, members should not participate in any manner in a decision involving the financial interest of a relative as defined above, including hiring, promotion(s), discipline and merit increase(s). In addition, members should not in any way attempt to influence others in the decision regarding the financial or employment (assignments, shifts, discipline, etc.) interest of a relative.

C. Notifications

Any member that finds themselves in a position that makes appointments, conducts interviews, promotes, etc. not only would remove themselves from the process, but would also need to notify the Personnel Control Officer in writing, disclosing the relationship and the interest involved.