



HIRING OF RELATIVES POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with guidelines regarding the hiring of relatives.

Policy:

Except where prohibited by law, relatives of persons currently employed by the City of Wisconsin Rapids may be initially hired by the City only if they will not be working directly for or supervising a relative, or will not occupy a position in the same line of authority within the organization. This also applies to any situation where a relative may have the authority to review employment decisions. If a relative has, or may have, due to a transfer or promotion, the authority to review employment decisions for a current employee, the review will be deferred to another appropriate supervisor, the Library Director, and/or the Human Resources Manager.

If the relative relationship is established after employment, a job transfer may be required at the direction of the Human Resources Manager.

For the purposes of this policy, relatives are defined to include spouses, domestic partners, parents, children, siblings, siblings-in-law, parents-in-law, step-parents, step-siblings, & stepchildren.

In the event any City official or employee attempts to seek any unfair advantage, or attempts to unduly influence any person with hiring authority, in the selection for City employment, such person is to be immediately reported to the Library Board Personnel Committee Chair and the Library Board President.

Procedure:

1. Employees should inform supervisors and Human Resources of any relationship that may be covered by this policy.
2. Alleged violations of this policy will be investigated by the Human Resources Manager.
3. Violations of this policy may result in discipline, up to and including unpaid suspension and/or termination, and/or the filing of charges with the Library Board Personnel Committee.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.