



ADMINISTRATIVE REGULATION

Nepotism (Employment of Relatives of Employees)

FESSAM #7A.3

Effective: 01/01/2016

I. POLICY:

Qualified relatives of current employees may be hired according to the guidelines below. The guidelines also apply if two employees of the Loveland Fire Rescue Authority marry, transfer, or are promoted:

- A relative may not directly or indirectly supervise or be supervised by another relative;
- A relative may not be in a position that audits, verifies, receives, or is entrusted with money received or handled by another relative;
- No relative may work in a position which handles confidential matters involving an employee who is also a relative of that employee including central payroll and personnel records.

A "relative" in this context is defined as a spouse, child, parent, brother, sister, or grandparent, or any individual who has acquired such a relationship through marriage, (this includes step and half relationships).

Supervisors and managers may, under extraordinary emergency circumstances, and while acting under the authority of their position, direct the actions of their relative to conduct lawful and necessary activities related only to the extraordinary situation. For example, an employee may be the incident commander on a fire scene in which all fire personnel are needed. In that specific scenario, the relative may temporarily be directing the actions of his/her relative that also works in the fire department.

The purpose is to avoid employment situations in which favoritism, interpersonal conflicts, money matters, and/or lack of confidentiality could interfere with customer service or decision making.

II. PROCEDURE:

When a situation that runs contrary to this policy arises through promotion, transfer, or marriage, the affected individuals have ninety (90) calendar days in which to settle the issue by one of them transferring (where possible) or terminating. The Loveland Fire Rescue Authority is committed to doing its best to find the displaced employee a suitable position with the Loveland Fire Rescue Authority.



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The Loveland Fire Rescue Authority reserves the right to make the employment decision if the affected individuals do not.

LFRA FIRE CHIEF SIGNATURE:



Mark Miller, Fire Chief