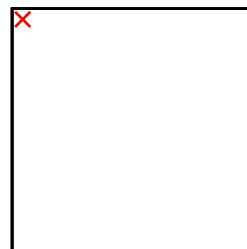


CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Shannon Anderson, Senior Deputy City Manager
Date: 11/27/2018
Meeting Date: 12/04/2018



TITLE:

Consideration and Adoption of Ordinance No. 2018-39: An ordinance amending the Flagstaff City Code, Chapter 1-14, *Personnel System*, by amending the Employee Handbook of Regulations *Nepotism*.

STAFF RECOMMENDED ACTION:

At the December 4, 2018 Council Meeting:

- 1) Read Ordinance No. 2018-39 by title only for the first time
- 2) City Clerk reads Ordinance No. 2018-39 by title only (if approved above)

At the December 11, 2018 Council Meeting:

- 3) Read Ordinance No. 2018-39 by title only for the final time
- 4) City Clerk reads Ordinance No. 2018-39 by title only (if approved above)
- 5) Adopt Ordinance No. 2018-39

Executive Summary:

The Human Resources division consulted with Leadership regarding the recommended changes to the Nepotism policy and also spoke with the Employee Advisory Committee and the City Attorney's office about the potential changes. The proposed Nepotism policy is based upon the Arizona Revised Statute (A.R.S.) Sections 38-101 and 38-481. The A.R.S. sections prohibit direct and indirect supervision for Officers and Officer's Assistants.

Historically the City's policy in the Employee Handbook was more restrictive because a supervisor could not have a family member within the third degree of relationship in any position within the department regardless of reporting structure. The recommended policy changes consider the scope of a position in determining at what level it would be appropriate to employ family members within the third degree of relationship within the same department. The policy changes recommend indirect supervisors be replaced or skipped in an employment process up to the level of Division Director within the organization. It becomes difficult to replace or skip an employee in the position of Division Director or higher in employment processes given their scope and responsibility in meeting organizational needs.

These recommended changes may increase the number of qualified applicants eligible for employment in a smaller local job market and provide greater growth opportunities for employees already existing within the organization while protecting against conflicts of interest and/or perceptions of favoritism.

Financial Impact:

These policy recommendations will not create any financial impacts.

Policy Impact:

These policy recommendations will not impact any other City policies. The policy recommendations do uphold the requirements set forth in the City Charter Article III relating to the position of City Manager.

Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:

The policy recommendation may impact the attraction and retention of City personnel related to the Council Goal - Personnel.

Has There Been Previous Council Decision on This:

No.

Options and Alternatives:

The City Council may choose to approve the recommended changes or to amend this ordinance prior to the ordinance's adoption.

Expanded Options and Alternatives:

Inform.

Attachments: Ord. 2018-39
 Presentation