

City of Northampton, Massachusetts  
Human Resources Department

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Effective Date: 9/1/98  
Revision Date: 4/2/2004

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**NEPOTISM**

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**POLICY**

It is the policy of the City of Northampton to regulate, restrict or prohibit the employment of relatives when it may have a detrimental effect on supervision and morale, and when it is necessary for proper and efficient operation and delivery of City services. This policy will follow, as a minimum, the standards set forth in the laws of the Commonwealth of Massachusetts under MGL c 268A.

**SCOPE**

This policy applies to all full-time, part-time, and intermittent City employees to include School Department employees and grant-funded position employees. This policy applies to members of City boards, commissions and elected officials who have direct, or indirect, authority in hiring, terminating, supervising, or evaluating City employees. Also, this policy applies to present employees who later establish a family member relationship with another City employee.

**PURPOSE**

The employment of relatives creates potential problems for the supervisor, the employee and relative, and co-workers as well. Problems which include shift scheduling, vacation scheduling, leave of absence requests, disclosure of confidential information, and charges of favoritism in promotions, evaluations, and hiring to name a few, may impact upon the operations of the City and potentially impede the maintenance of an efficient and productive workplace. The public scrutiny of City operations mandates that the City's governance, which includes the disbursement of public funds, be above reproach.

**DEFINITIONS**

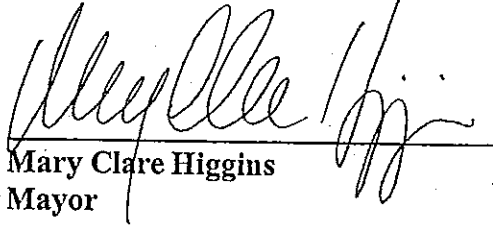
A. Family member shall include: spouse; parent (including stepparent or in-law); grandparent (including step-grandparent); child (including in-law); grandchild; brother (including in-law and step or half-brother); sister (including in-law and step or half-sister); uncle; aunt; cousin; niece; nephew; and any other person, whether related or not, who resides in the same household as the employee.

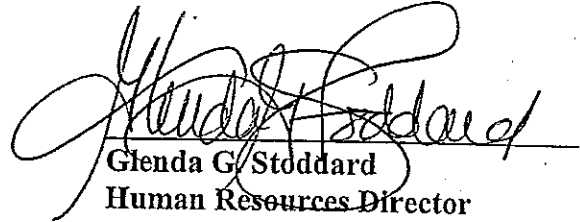
B. Domestic Partner shall be included in the definition of family member if the person would meet the eligible criteria established by the City of Northampton's Domestic Partner Benefits Policy.

**Responsibility:**

Applicants for employment are required to disclose, on their employment application and to the Human Resources interviewer, any relationship they have with a current employee that may violate this policy.

C: In the event that there is a conflict between this policy and other laws of the Commonwealth (such as Civil Service), the department head must consult with the Appointing Authority and/or the Human Resources Director prior to taking action.

  
Mary Clare Higgins  
Mayor

  
Glenda G. Stoddard  
Human Resources Director

**Nepotism Policy  
Family Relationship Disclosure Form**

1.) I \_\_\_\_\_ certify that have read the Nepotism Policy dated 4/2004 and I do not have family members working for the City of Northampton, Northampton Public Schools or family members that are part of the City Council or School Committee.

I certify that this information is complete. I understand that an omission will be grounds for discipline. I further understand that it is my responsibility to notify the Director of Human Resources of any future circumstances that may be a violation of the Nepotism Policy.

\_\_\_\_\_  
Employee Signature Date

2.) I \_\_\_\_\_ certify that have read the Nepotism Policy dated 4/2004 and I do have family members working for the City of Northampton, Northampton Public Schools or family members that are part of the City Council or School Committee.

Family member's name	Relationship	Where do they work?

I certify that this information is complete. I understand that an omission will constitute grounds for discipline. I further understand that it is my responsibility to notify the Director of Human Resources of any future circumstances that may be a violation of the Nepotism Policy.

\_\_\_\_\_  
Employee Signature Date