

City of Muncie Non Bargaining Unit Employee Handbook

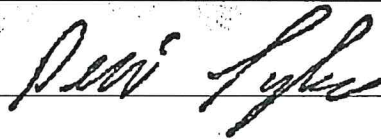
Section III

Ethics in Employment

Policy: Hiring: Nepotism and Former Employees

Policy Number	Effective Date	Employee Group	Revision Date	Review Date	Authorized by
2018 - 02	01/01/2018	All			Dennis Tyler

Authorized Signature: _____



The City of Muncie is an equal opportunity employer and hires individuals based solely on their qualifications and ability to do the job to be filled.

1. The City of Muncie will consider a member of an employee's immediate family for employment if the applicant possesses all of the qualifications for employment for the position.

An immediate family member may not be hired, however, if the employment would a) create either a direct or indirect supervisor/subordinate relationship with a family member or b) create an actual conflict of interest or the appearance of a conflict of interest. These criteria will also be considered when assigning, transferring or promoting an employee. For purposes of this policy, "immediate family" includes the employee's spouse, brother, sister, mother, father, stepmother, stepfather, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee's household.

2. Employees who marry or become members of the same household may continue employment as long as there is not a) a direct or indirect supervisor/subordinate relationship between the employees or b) an actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the City of Muncie will attempt to find a suitable position within the City to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the affected employees will be permitted

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to determine which of them will resign. In these types of situations, as soon as a comparable position becomes available, the two employees must choose which one will move to the comparable positions.

If a choice is not made within one week after the position becomes available, the City will choose which employee will be transferred to the comparable position. If the employee refuses the transfer, the employee who refused the transfer will be terminated.

3. Former employees who left the company in good standing may be considered for reemployment. Former employees who resigned without written notice or who were dismissed for disciplinary reasons may not be considered for reemployment.

A former employee who is reemployed will be considered a new employee from the date of reemployment. Length of service for the purposes of benefits is governed by the terms of each benefits plan. Employees who retire may be eligible, in certain circumstances, to be considered for rehire.

This policy does not include part-time (seasonal) employees.

This policy updates and replaces the policy put into effect on June 6, 2001 under Mayor Dan Canaan.