



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 11/1/99

SECTION 313	SUBJECT EMPLOYMENT OF IMMEDIATE FAMILY
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The City of Newport News does not prohibit the employment of a member of any employee's immediate family with the following exceptions:

1. No member of the immediate family of a City Council member, the City Manager, the City Attorney or an Assistant City Manager may be employed in any position covered by the City's Classification and Pay Plan, or in any temporary or part time position with the City.
2. No member of the immediate family of a department head, assistant department head, major division head or equivalent level position may be employed in any position in the same department.

No member of the immediate family of a Police Major and above in the Police Department, and Assistant Chief and above in the Fire Department may be employed in the respective department.

3. No member of the immediate family of any other employee may be employed in any position where such employee may exercise any control over the employment or the employment activities of the relative or may influence those activities.

This provision means that no employee may supervise, directly or indirectly, a member of his or her immediate family, and no employee may be employed in a department in which a member of his or her immediate family holds a management level position or one which has material involvement with financial, personnel or policy matters.

"Immediate family" means: a) spouse and b) any other person residing in the same household who receives from the officer or employee or who provides to the officer or employee more than one half of his or her financial support.

Situations which appear to conflict with this policy shall be resolved on a case-by-case basis by the department head in consultation with the Director of Personnel.

Employment that began with the City prior to August 1, 1987 may be governed by a prior version of the Conflict of Interests Act.

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AMENDS/SUPERSEDES	REFERENCES VA. CODE 2.1-639.2; 639.8; 639.9	APPROVAL
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