



City of Pittsburgh  
Operating Policies

<b>Policy: Nepotism</b>	<b>Original Date: 11/1989</b>
	<b>Revised Date: 9/2013</b>

**PURPOSE:** To establish the City's policy regarding the employment of relatives.

**POLICY STATEMENT:** It is the policy of the City of Pittsburgh to ensure that the appointment or promotion of a candidate follows the language in the Pittsburgh City Code regarding Employment or Appointment of Relative. The Department of Personnel and Civil Service Commission (PCSC) is responsible for monitoring all new hiring to ensure this policy is not violated.

*Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.*

**City of Pittsburgh Code of Ordinances**

**Title One: Administrative, Article XI – Personnel**

**Subsection 197.05 – Employment or Appointment of Relatives**

- a) No public official or public employee shall appoint, hire, advance or advocate the appointing, hiring or advancing of a member of his direct family to a position that is under the jurisdiction or control of the city.
- b) A member of the direct family of a public official or public employee shall not be appointed, hired or advanced to a position which is under the direct jurisdiction or control of the public official or public employee.
- c) The provisions of this section may be waived by the Ethics Board upon the Board's finding that considering factors as the person's experience qualifications and the responsibility of the position, the public interest would not be harmed as a result of the waiver.

**PROCEDURE**

Prior to sending a results memo, the PCSC Personnel Analyst is to check for possible nepotism violations by looking at the candidate's application for employment to determine if the applicant listed any relatives who work for the

City. If an immediate relative is listed, the employment data for the relative is viewed to determine if the relative still works for the hiring department.

If the position is in the Non-Competitive, Labor, or Exempt Civil Service classification and an immediate relative is employed by the hiring department, the applicant's name remains on the eligibility list forwarded to the hiring department and is flagged by typing an "N" (for Nepotism) in front of his/her name.

If the department receives resumes and no applications (i.e. to make an Exempt selection), it is the responsibility of the hiring department to determine relative status before making an offer of employment.

Since relative status can change, the ultimate responsibility is with the hiring official to verify current relative status for all candidates being considered prior to making an offer of employment.

All results memos must include the appropriate nepotism statement:

In accordance with Title 1, Section 197.05 of the Pittsburgh Code prohibiting the appointment or advancement of a relative to a position under the direction or supervision of his/her direct family member, it is your responsibility as the hiring official to verify current relative status for the candidate prior to consideration of and making an employment offer to the candidate.

**EXCLUSIONS:**

1. The employees involved are entry Police Officers or Firefighters.
2. The position is Lifeguard. Lifeguard has been treated as an exception in the past because of an inability to fill all vacancies without appointing immediate relatives.