





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Employment of Relatives	SECTION/TOPIC: PERSONNEL
NUMBER: 200-7	ISSUE DATE: 7/1/17
REVISION DATES:	APPROVED BY: Gary Vickerson  <hr/> PRESIDENT – BOARD OF DIRECTORS Tim Pope  <hr/> FIRE CHIEF

I. PURPOSE

- A. This Standard Operating Procedure defines the organization's stance on the employment of relatives.

II. SCOPE

- A. This Standard Operating Procedure applies to all full-time and part-time employees within the Northern Wake Fire Department.

III. PROCEDURE

- A. Members of an immediate family shall not be employed if such employment will result in one supervising a member of his immediate family, or where one member occupies a position in a capacity within the organization which has influence over the other's employment, promotion, salary administration, or other related management or human resources considerations.
- B. The term "immediate family" shall include wife, husband, mother, father, brother, sister, daughter, son, grandmother, grandfather, grandson and granddaughter. Also included are step, half, and in-law relationships as appropriate based on the above listing.
- C. This procedure will also include others living within the same household or otherwise so closely identified with each other as to suggest that problems might result in the work place, or that the organization's philosophy of fair play and equal opportunity in employment would be violated.
- D. In the case of current employees, the expectation is that when a situation, such as a marriage, arises that results in an individual supervising, or occupying a position which has influence over, an "immediate family" member, those concerned will take the appropriate steps in advance of, for example, a marriage date in order to stay in compliance with the procedure.
- E. The organization reserves the right to alter the working schedule of employees to meet the intent of this procedure.