

shall be responsible for administering this appraisal which shall be signed by the Department Head.

- b. The employee shall sign the original to acknowledge that the performance appraisal was discussed with the employee. The employee shall receive a copy of the performance appraisal and the original shall be sent to the Human Resources Department and be maintained in their personnel file.
- c. The supervisor shall discuss progress or work areas needing improvement, personal development and achievements with the employee. Any disagreement may be recorded, in writing, to be filed at the same time in the personnel file and shall be retained with the performance appraisal.
- d. Pay increases, if authorized, shall be effective on the employee's annual review date and shown on the properly executed action form. To insure pay increases are handled timely performance appraisals shall be completed ten (10) business days prior to the employee's anniversary date. Performance increases will not be authorized without an approved performance appraisal report.
- e. Pay increases will be recommended by the Department Head based upon performance.

The City Manager and Human Resources Director must authorize all pay increases.

3. Appeal of the Performance Appraisal: The employee may appeal the performance appraisal to the Department Head, or in the case where the Department Head is the immediate supervisor, the employee may appeal the performance appraisal to the City Manager. This will be the only remedy available to the employee.

F. Promotions

Procedures for selecting candidates for promotion in the classified service shall be identical to the procedures for selection as stated in Section C of this Article.

If an eligibility list for a position includes both City and non-city applicants, preference shall be given to qualified City employees who have applied. This is to promote upward mobility in the classified service.

G. Nepotism

1. Nepotism in Hiring Decisions: All hiring decisions shall comply with Section 5.11, Nepotism, of the City of Independence Charter.

~~a. The City discourages nepotism by prohibiting:~~

- ~~1) any City official or employee from participating in the hiring of a relative;~~
- ~~and~~
- ~~2) an employee from working under the supervision of a relative.~~

2. Definitions: Unless the context specifically indicate otherwise, the following terms as used in this Article are defined as follows:

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Affinity relationship, especially by marriage as opposed to blood ties.

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By Blood – Parent, child, grandparent, grandchild, brother, sister, cousin, niece, nephew, uncle, aunt, great-grandchild, and great-grandparent.

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By Law – Guardianship relationships and adoptive parent/child relationships.

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By Marriage – Husband, wife, stepparent, stepchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, half-sister, and half-brother.

Consanguinity refers to the blood relationship between people from some common ancestor.

Personal Relationship – Romantic relationship between employees who date, cohabitate, or who engage in sexual activity with one another.

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Relative any person associated by affinity or consanguinity.

TABLE OF CONSANGUINITY AND AFFINITY			
1st Degree	2nd Degree	3rd Degree	4th Degree
Parents	Grandparents	Great Grandparents	Great-Great Grandparents
Children	Brothers/Sisters	Uncles/Aunts	Great Uncles/Aunts
	Grandchildren	Nephews/Nieces	Grand Nephews/Nieces
		Great-Grandchildren	Great-Great Grandchildren
			First Cousins

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3.3. Supervision by Relatives: No employee shall be employed, promoted, transferred, or reinstated in or to any position and shift where the employee will supervise directly or be supervised directly by any relative, which includes an employee being subordinate to a relative in the applicable organizational chart or chain of command. In an emergency situation, where a relative of an employee must supervise another relative directly, every opportunity to relieve the supervisor and/or subordinate will be exhausted; if this is not possible, then any decisions resulting from that situation will be subject to an investigation through pre-approved practices within Department policy.

3.4. Marriage: Upon marriage, where a situation of nepotism is created under sSection 23 above, the employee with the least seniority with the City will be terminated unless other solutions-arrangements are made within thirty (30) days of appointment of the senior

employee that meets the standards of the City's Nepotism Policy as outlined below.
~~s~~Should more time be required to make said arrangements, the transitioning employee can make a formal request in writing to the Human Resources Director. ~~For purposes of this paragraph 3 only, "relative" means any person related by affinity or consanguinity within the second degree. Other methods for resolution may include:~~

- a. The employee with the most seniority submits ~~his or her~~their resignation;
- b. One of the effected employees is qualified, and willing to accept placement in another department or area, and such placement would eliminate the violation of ~~paragraph 3, above~~the Nepotism Policy. A vacancy must exist, and the employee successfully competes for the vacant position within the limits of the City's merit system; or
- c. ~~The employee voluntarily resigns. City administration will make every effort to avoid termination in these circumstances and will work with the impacted employee to arrange for alternative employment within their current department while abiding by this nepotism policy as the situation allows.~~

City administration will make every effort to avoid termination in these circumstances and will work with the impacted employee to arrange for alternative employment within their current department while abiding by this nepotism policy as the situation allows

5. Elected Officials: No person shall commence employment in any position within the City who is a relative of a current elected official of the City of Independence,

TABLE OF CONSANGUINITY AND AFFINITY

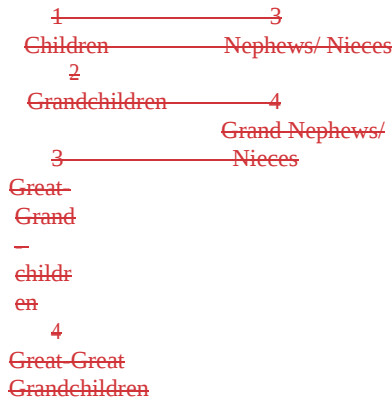
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			Great Uncles/	
	1*		Aunts	
	Parents	3		
	Mayor, Councilmembers,		Uncles/Aunts	
Spouse of	City Manager or			
identified	Board member, Employee	2	4	
party	or Agency with power to appoint or elect.			
Brothers/ Sisters				
First Cousins				

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*Each number refers to the degree of relationship

NOTE: The degree of relationship of consanguineal relatives of one's spouse is the same for relationships by affinity. The spouse is related by affinity to the other's relatives in same way that that spouse is related to them by blood. The above chart demonstrates relations to the fourth degree. This includes relationships created by blood line (consanguinity) and relationships created by marriage (affinity).

4. ~~Effective Date: The provisions of this section shall not be retroactive and shall not apply to any employment, promotion, transfer, or reinstatement which occurred prior to May 6, 1991. This section applies to all employees.~~

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H. Continuing Professional and Technical Education Requirements

1. General:

- a. Continuing education is required for designated professional, administrative, management, supervisory and technical employees. The continuing education program is designed to increase the professional and technical competence of City employees. Unclassified administrative personnel must complete fifteen (15) contact hours of continuing education each calendar year. Managers and administrative personnel must complete ten (10) contact hours of continuing education each calendar year. Employees classified as technical- supervisory must complete five (5) contact hours of continuing education each calendar year.

Employee shall report continuing education hours annually to the Human Resources Department. Failure to meet the continuing education requirements will, unless the requirement is waived, be cause for the effected employee to be placed on service probation and be an evaluation criterion utilized in the employee's annual performance appraisal. Not meeting the continuing education requirements may lead to the demotion or termination of the effected employee.

Specific criteria for compliance with this provision is available in the Human Resources Department. The Human Resources Department shall monitor