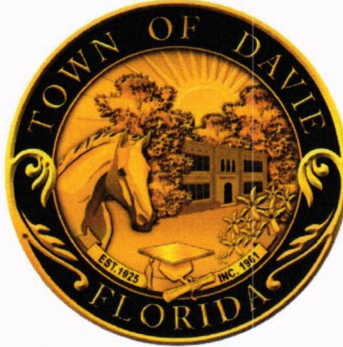


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**EMPLOYMENT OF RELATIVES
SOP #20-009**

January 14, 2020

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision
3	January 14, 2020	Human Resources	Revision

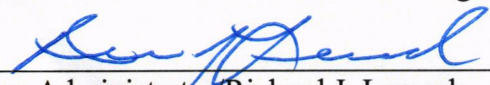
APPROVALS:



Human Resources Director/Grace Garagozzo

1/17/2020

Date



Town Administrator/Richard J. Lemack

1/17/2020

Date

1-1. POLICY.

In accordance with Florida Statutes, Chapter 112.3135, the Town of Davie will not permit the employment of relatives in positions in which either relative would be directly or indirectly supervised by or supervising, influenced by or influencing the activities or employment conditions of the other.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Temporary and Seasonal employees.

1-3. DEFINITIONS.

Relative shall include: mother, father, son, daughter, sister, half-sister, brother, half-brother, uncle, aunt, first cousin, nephew, niece, spouse, father-in-law, son-in-law, mother-in-law, daughter-in-law, sister-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, registered domestic partner pursuant to Broward (or applicable) County ordinance or any legally recognized ward.

1-4. PROCEDURE.

- a. A public official may not employ, promote, advance or advocate any individuals who are related to a position or other employment in the Town over which the official exercises jurisdiction or control.
- b. No relative may be employed or appointed to a position that is under line authority of another relative. Employees who marry while employed by the Town of Davie are required to comply with these provisions.