

# **City of La Crosse**

## **Reporting Responsibility in Employment Policy**

The City of La Crosse wants to ensure its personnel practices related to employee hiring, promotion and transfer do not create the potential of a conflict of interest or favoritism. These practices must be consistently conducted in a manner to ensure open competition, provide equal opportunity and prohibit discrimination consistent with all laws and applicable collective bargaining provisions.

It is the policy of the City of La Crosse that close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined for this policy as spouse, domestic partner, parents (in-laws), grandparents, children (in-laws), uncle, aunt, nephew, niece, siblings (in-law), step relatives, cousins and domestic partner relatives. A reporting responsibility is defined as working directly for or supervising someone who can initiate or participate in decisions involving a direct or perceived benefit to a person. Such decisions could include hiring, retention, transfers, promotions, wages, schedules, assignments, discipline, performance assessment and/or leave requests.

If employees begin a dating relationship or become relatives, partners or members of the same household where one party is now in a supervisory position over the other, both employees are required to inform their Department head and Human Resources of the relationship. The Department head and Human Resources will confer as to the best method to resolve the potential conflict.

The City reserves the right to take appropriate action to maintain fairness in its personnel policies and practices when there is the potential for a conflict of interest because of the relationship between employees.

The following actions are prohibited:

The Mayor and Common Council members are prohibited from applying for city employment while holding elected office and must resign their elected position before being eligible to apply for employment with the City.

All City employees and elected officials are prohibited from seeking any unfair advantage for any applicant for an employment position with the City or attempting to unduly influence any person in the selection process for a City position. Anyone with information of any such attempts to seek an unfair advantage or attempts to unduly influence any person in the selection process for City employment positions, shall immediately report the same to the Human Resources Department.

Any applicant for a City employment position who canvasses or contacts any member of the Common Council, an appointing authority, or any person involved in the screening or examination of applicants outside scheduled procedures, in order to obtain preferential consideration in connection with any appointment to any City employment position, shall be disqualified from appointment. This provision shall apply to all applicants whether or not currently employed by the City.

### **Duties and Responsibilities of City Employees**

Any City employee who has knowledge about a violation of any provisions of this policy shall report such violation to the Human Resources Department. The Human Resources Department shall investigate alleged violations of this policy and appropriate action will be taken.

It shall be the responsibility of each City Department Head to enforce this employment policy in their respective departments and seek the advice of the Human Resources Department on this topic.

It is the responsibility of the Human Resources Department to advise City Department Heads on how best to enforce this policy and to facilitate the resolution of prohibited employment practices in the least disruptive manner possible.

A violation of this policy may lead to disciplinary action up to and including termination of employment.