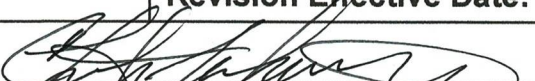
	<h1 style="text-align: center;">Pine-Strawberry Fire District</h1> <h2 style="text-align: center;">Employee Relations</h2> <h3 style="text-align: center;">3.5</h3>	
<b>Subject: Hiring Relatives</b>	<b>Page: 1 of 2</b>	
<b>Board Approval Date: 10/20/2022</b>	<b>Effective Date: 11/04/2022</b>	
<b>Revision Approval Date:</b>	<b>Revision Effective Date:</b>	
<b>Board Chair Signature &amp; Date:</b> 		

#### **I. POLICY:**

The Pine-Strawberry Fire District (PSFD) allows the hiring and employment of relatives with restrictions.

#### **II. PURPOSE:**

- A. To establish the hiring practicing of hiring or the employment of relatives when and if a relative applies to work, or is employed with the PSFD.
- B. To ensure an environment without favoritism, nepotism or conflict of interest for personal and business interactions, and for conducting effective business.

#### **III. SCOPE:**

This policy applies to all employees, volunteers, and Board Members of the PSFD.

#### **IV. DEFINITION:**

Relative for this policy is defined as a spouse, domestic partner, father, mother, stepfather, stepmother, children, stepchildren, brother, sister, step brother, stepsister, grandparent, step grandparents, grandchildren, step grandchildren, aunt, uncle, niece, nephew , first cousin, In-laws or In-law relatives.

#### **V. PRACTICE:**

- A. Relatives can be hired and employed with the PSFD, but the member and relative must disclose the relative relationship.

- B. The following restriction applies for hiring and employment of a relative or the PSFD.
1. Relatives should not be on the same crew/shift.
  2. Relatives cannot regularly supervise relatives.
  3. Per AZ Statues, Board members cannot be relatives of any PSFD employee.