

ADMINISTRATIVE ORDER NO. 94

Pursuant to this Administrative Order I hereby establish the following policy concerning

***“fraternization between a Supervisor and a subordinate Employee
whom the Supervisor supervises.”***

When a supervisor and an employee who is under his or her supervision are involved in any personal relationship and the supervisor has the ability to influence the subordinate's terms and conditions of employment, a conflict within the work unit may arise. The relationship may subject the supervisor and/or the subordinate employee to allegations including, but not limited to: conflict of interest, favoritism, retaliation, harassment or a hostile work environment. Therefore, the City has a legitimate governmental interest in regulating such relationships.

It is incumbent on a supervisor to report to his/her Department Director and the Human Resources Department any actual or apparent conflicts any time the supervisor can influence or appear to influence the terms and conditions of employment of the subordinate or peers of the subordinate. The City will investigate any reported or suspected conflicts and determine any remedial measures that need to be taken.

Dated this 6th day of September, 2005.

-ss- Christina F. Volek
Interim City Administrator