

**AMENDING CHAPTER 30 OF THE ORDINANCES TO CREATE POLICY REGARDING
THE HIRING OF RELATIVES**

1 WHEREAS, The Village of Newburg is made up of a group of closely knit families and
2 neighbors with many ties to the community and local histories going back centuries; and
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4 WHEREAS, Village staff have expressed to the Board discomfort about possible public
5 perceptions, whether valid or not, about the employment of close family members; and
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7 WHEREAS, in some cases, it may be desirable to staff and recognized by the Board as
8 being NOT a conflict of interest for the hiring of close family members when the village will benefit
9 and thoughtful planning to avoid any potential conflicts that could have arisen are pre-addressed;
10 and
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12 WHEREAS, at the August 27, 2020 meeting of the Board of Trustees, staff were directed
13 to work with the village attorney to create a written policy that would allow for the hiring of close
14 relatives while creating parameters to protect the interests of the village and all involved in the
15 decision-making processes; and
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17 NOW THEREFORE, BE IT RESOLVED, the Board of Trustees ordains amending the
18 municipal code as follows:
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21 §30.03 VILLAGE OFFICIAL REGULATIONS
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25 (G) Employment of relatives.
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- 27 (1) A “close relative” for the purposes of this section shall mean any spouse,
28 parent (including step), child (including step), grandchild, brother (including
29 step), sister (including step), niece, nephew, brother-in-law, sister-in-law, son-
30 in-law, or daughter-in-law of an existing employee or elected official.
31 (2) Village contracting with a close relative shall only be permitted if the
32 relationship is disclosed to the Board of Trustees and a roll call vote of the
33 Board grants such approval.
34 (3) Village employment of a close relative shall only be permitted if:
35 (a) The close relative will not be directly supervised by the person to whom
36 they are related.
37 (b) The department head or village administrator initiates a request to hire
38 the person in question; and

- 39 (c) The relationship is disclosed to the Board of Trustees and a roll call vote
40 of the Board grants such approval, with any relative Board members
41 abstaining from both debate and the vote.
- 42 (4) The administrator's or a department head's decision not to hire a close relative
43 cannot be overridden by a vote of the Board.
- 44 (5) Interference by, or a history of interference creating a conflict of interest by an
45 employee or elected official is grounds for refusal to hire or termination of the
46 employment of a close relative, regardless of the close relative's qualifications
47 or suitability for the position.
- 48 (6) When prospective employment of a close relative of a Trustee is considered,
49 such Trustee shall be required to recuse him/herself from employment related
50 matters involving compensation, punitive actions, formal warnings that could
51 lead to punitive actions, or consideration of increases or decreases in benefits,
52 hours, or responsibilities of the administrator or department head directly
53 supervising or deciding on the matter of employment for the close relative; and
54 this requirement shall be in effect for the greater of:
- 55 (a) Six months after a decision not to hire the close relative; or
56 (b) For the entire term of the close relative's employment extending through
57 six months after the close relative's separation from employment,
58 whether voluntary or involuntary.
- 59 (7) The employment of poll / election workers is exempt from all requirements in
60 this section.
- 61 (8) The Emergency Management Director may disregard the requirements of this
62 section during times of emergency.

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66 Passed and adopted by the Village Board of the Village of Newburg, Washington and Ozaukee
67 Counties, Wisconsin, this _____ day of _____, 2020.
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71 David DeLuka, Village President

Deanna Alexander, Clerk