

RESOLUTION 2020-4

**A RESOLUTION OF THE
READING PARKING AUTHORITY,
COUNTY OF BERKS, PENNSYLVANIA**

Adopted: February 25, 2020

ADOPTING AN EMPLOYMENT OF RELATIVES POLICY.

WHEREAS, the Reading Parking Authority (“Authority”) is a body corporate and politic organized and existing under the Parking Authority Law, approved June 5, 1947, P.L. 458, 53 Pa.C.S. §5501 *et seq.*, as amended and supplemented (“Act”); and

WHEREAS, the Authority wants to ensure that Authority practices do not create situations such as conflicts of interest or favoritism based on the employment of family members, close relatives or those in a dating relationship; and

WHEREAS, the Authority wishes to and does by this Resolution adopt the Employment of Relatives Policy attached hereto as Attachment “A”, as may be amended from time-to-time by motion of the Authority’s Board of Directors.

NOW, THEREFORE, BE IT RESOLVED, by the Board of this Authority, in lawful session duly assembled, as follows:

SECTION 1. The Authority hereby adopts the Employment of Relatives Policy attached hereto as Attachment “A”, as may be amended from time-to-time by motion of the Authority’s Board of Directors, for itself and to prevent situations such as conflicts of interest or favoritism based on the employment of family members, close relatives or those in a dating relationship.

SECTION 2. This Resolution shall take effect immediately.

DULY ADOPTED, this 25th day of February, 2020, by the Board of The Reading
Parking Authority.

ATTEST:

READING PARKING AUTHORITY

Nate Rivera, Secretary

By: _____
Frank Denbowski, Chairperson

(SEAL)

SECRETARY'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by a majority vote of the Board of Directors of the Reading Parking Authority at a meeting of said Board duly held on February 25, 2020, a quorum being present; that public notice of said meeting was given in the manner provided by law; that said resolution has been duly recorded upon the minutes of the Board, has not been amended or rescinded and is in full force and effect this ___ day of _____, 2020.

READING PARKING AUTHORITY

By: _____
Nate Rivera, Secretary (SEAL)

ATTACHMENT “A”

READING PARKING AUTHORITY EMPLOYMENT OF RELATIVES POLICY

Objective

The Reading Parking Authority (“Authority”) wants to ensure that Authority practices do not create situations such as conflicts of interest or favoritism based on the employment of family members, close relatives or those in a dating relationship. This extends to practices that involve and/or include hiring, retention, transfer, promotion, wages and leave requests.

Scope

Due to potential or perceived and/or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship; the Authority will hire or consider other employment actions concerning family members, close relatives, partners or those in a dating relationship of persons currently employed by the Authority only if:

- a) employees or candidates for employment will not be working directly for or supervising a relative;
- b) employees or candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to a relative;
- c) employees or candidates for employment will not work in the same department; and
- d) such employment action is approved by the Authority’s Board of Directors.

This policy applies to all current employees and candidates for employment and shall include but not be limited to decisions that involve hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to family members and close relatives, as defined herein, and also applies to partners, those in a dating relationship or members of the same household.

Definitions

“Family member” is defined as one of the following: relationships by blood – parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage – husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-

brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and co-habiting couples or significant others in a dating relationship.

“Close relatives” are defined as the following: husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives and cousins.

Procedure

The Authority’s hiring supervisor or manager, as applicable, shall be responsible for ensuring compliance with this policy. Supervisors and managers are responsible for monitoring changes in employee relations after initial hire, and in the reporting by employees of any relationship applicable hereunder, to ensure compliance with this policy. Employees are responsible for immediately reporting any changes and/or a relationship subject to this policy to their supervisor or manager. Failure to report a relationship as described in this policy may result in disciplinary action up to and including termination from employment. Additionally, disciplinary action up to and including termination may occur if the Authority has sufficient evidence to prove a relationship covered under this policy exists and was never reported or if the relationship is not disclosed to the Authority within thirty (30) days.

If any employee, after employment or a change in employment, enters into a relationship reportable hereunder, then one of the affected individuals must seek a transfer to a current vacancy. The employee requesting the transfer must be the most qualified candidate in consideration for the open position. Additionally, such changes must be approved by the Authority’s Human Resources Director and the Executive Director, after consultation with the Authority’s Board of Directors. If a decision cannot be made by the affected employees within fourteen days of reporting a relationship, a reassignment will be made on direction of the Human Resources Director and the Executive Director, after consultation with the Authority’s Board of Directors.

If a transfer is not possible, it will be necessary for the less senior employee to be suspended (unpaid) until a position for transfer meeting this policy is available. If, after six months, no such position becomes available, the Authority will have no further obligation to “call back” such suspended employee and such employee’s employment with the Authority will be terminated.

Any exceptions to this policy must be approved by the Human Resources Director and the Executive Director, after consultation with the Authority’s Board of Directors.