

PERSONNEL POLICIES

Chapter 32

PERSONNEL POLICIES

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[HISTORY: Adopted by the Mayor and Council of the Borough of Swedesboro as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Claims approval — See Ch. 5.

Officers and employees — See Ch. 28.

Salaries and compensation — See Ch. 40.

ARTICLE I  
**Personnel Practices<sup>1</sup>**

§§ 32-1 through 32-6. (Reserved)

ARTICLE II  
**(Reserved)**

§§ 32-7 through 32-10. (Reserved)

ARTICLE III  
**Anti-Nepotism Policy**  
**[Adopted 11-7-2005]**

**§ 32-11. Definitions.**

As used in this article, the following terms shall have the meanings as indicated.

**ELECTED OFFICIAL** — Persons holding the position of Borough Council.

**RELATIVE** — Includes spouses, parents, children, siblings, grandparents/grandchildren, in-laws to the extent of parents or children, brothers and sisters-in-law, first cousins and aunts or uncles, nieces or nephews and step-relatives.

**SUPERVISOR** — Any employee of the Borough having supervisory duties and powers over another employee or employees within the respective department of the Borough.

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<sup>1</sup> Editor's Note: Former Art. I. Sick Pay Benefits, adopted 3-7-1966, as amended, and former Art. II. Vacations and Holidays, adopted 3-15-1976, as amended, were repealed 2-5-2007 by Ord. No. 2-2007. Current personnel policies are on file in the Borough Clerk's office.

**§ 32-12. Purpose.**

This policy is not for the purpose of depriving any citizen of an equal chance for employment with the Borough but is solely intended to eliminate the potential for preferential treatment of the relatives of governmental personnel.

- A. The prohibitions set forth within this article shall apply solely to employee positions for the Borough of Swedesboro.
- B. This article shall not apply to appointments to the various boards, committees and authorities of the Borough.
- C. Subject to the exception in Subsection D contained herein, this article and the hiring prohibitions shall be applied prospectively only from the effective date of the enactment of this article and shall not in any way be construed to prohibit or make unlawful any current employment relationship or situation or the hiring or promotion of any person currently employed by the Borough of Swedesboro as of the effective date of this article.
- D. The prohibitions and restrictions contained in Subsection A shall not apply in the case of seasonal part-time employment.

**§ 32-13. Restrictions in hiring and promoting employees.**

The following restrictions shall apply in the hiring and promotions of employees to employment positions for the Borough of Swedesboro.

- A. Supervision. No relative (as defined herein) shall be considered for employment by the Borough of Swedesboro or hired to a position of employment with the Borough of Swedesboro where that person will be the supervisor of or be supervised by another relative who is an existing employee within the same department.

- B. Applications. Applications for employment submitted by relatives of Borough employees holding current supervisory positions (hereafter "supervisor") will not be accepted for positions in the same department of the Borough in which the supervisor works or where, through promotion, such a situation or relationship could exist.
- C. Relatives of elected officials. No person who is a relative of any elected official of the Borough of Swedesboro shall be considered for employment as an employee of the Borough. This shall not restrict nor prohibit the continued employment of individuals to a position or positions with the Borough where a relative of an employee is elected as a Borough Councilperson or Mayor after the date of the employee's start of employment with the Borough.
- D. Promotion of existing employees. Notwithstanding the prospective application as to the remainder of this article as applied above, no elected official (Borough Councilperson or Mayor) or supervisor may participate in the promotion process or personnel action of any existing employee who is a relative of such elected official or supervisor.

**§ 32-14. Current employees.**

Except as may be otherwise expressly provided for herein, this article shall not affect the employment of any present Borough employees and/or any existing contractual obligations with employees by the Borough of Swedesboro.