

# City of Tulsa Personnel Policies & Procedures

## Section 107 Employment Requirements

Any person shall be approved to participate in competitive procedures and/or retain employment status who:

- .1 Meets the qualifications established for the position;
- .2 Is physically fit to perform the required duties of the position;
- .3 Has not been discharged from the U. S. Armed Forces for reasons which would, in the opinion of the Personnel Director, indicate unfitness for City employment;
- .4 Has not pleaded guilty to or been convicted of a felony or misdemeanor which would indicate unfitness for City employment;
- .5 Does not have a record of previous unsatisfactory service in City employment or elsewhere which demonstrates unsuitability for employment in the position for which applied;
- .6 Has never been dismissed from employment by the City of Tulsa;
- .7 Is not a member of the immediate family by blood or marriage of the Mayor, City Auditor, City Council, any member of the Civil Service Commission or any person hired or assigned to work in the same work unit within a department. "Immediate family" shall be defined as the child, parent, brother, sister, son-in-law, daughter-in-law, grandparent or grandchild, great-grandparent or greatgrandchild, uncle, aunt, nephew, niece of the employee or his spouse, or "foster" or "step" situations within these relationships. An employee shall not supervise, either directly or indirectly, the work of an immediate family member which involves hiring, dismissing, disciplinary action, promotional evaluation, performance appraisal or job and work assignment. If a relative of an elected official is currently employed by the City, the employee shall retain their current employment status.
- .8 No elected or appointed official or other authority of the municipal government shall appoint or elect any person related by affinity or consanguinity within the third degree to any governing body member or to himself or, in the case of plural authority, to any one of its members to any office or position of profit in the municipal government (State Statute Title 110.S. 8-106).
- .9 Meets established guidelines on absenteeism and safety performance as factors in determining promotional qualifications.