

## RULE 5

### REQUIREMENTS FOR ORIGINAL EMPLOYMENT

#### SECTION 1: CITIZENSHIP

All applicants for City employment must present evidence of United States citizenship or registration as a legal alien in accordance with the Immigration Reform and Control Act of 1986. All law enforcement applicants must be United States citizens.

#### SECTION 2: AGE

Maximum age limits shall not be established for employment in the City service. The minimum age for City employment is 16 with the exception of recruit police officers whose minimum age shall be 21 upon completion of the AZ POST Academy, and police cadets whose minimum age shall be 17.

When required, an applicant shall file with their employment application sufficient information to accurately establish date of birth.

#### SECTION 3: RESIDENCE REQUIREMENTS

Employees appointed to the following positions shall reside within 10 miles of the corporate City limits (excluding Fort Huachuca) within one (1) year of their appointment date.

- City Manager
- Assistant to the City Manager
- Department Directors
- Sworn Police Officers

#### SECTION 4: PHYSICAL AND MENTAL FITNESS

All applicants for City employment shall be of sufficient mental and physical condition to be able to meet the performance requirements of the position for which they have applied. Reasonable accommodations for a qualified individual with a disability shall be provided unless such accommodation would impose an undue hardship. The physical and mental qualifications of persons entering City employment shall be evaluated by physicians approved by the City.

#### SECTION 5: HIRING OF RELATIVES

Relatives are defined as follows (including relationships created through marriage):

- Spouse
- Child
- Parent
- Sister
- Brother
- Grandparent
- Grandchild

RULE 5  
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Relatives are not allowed to work for the same immediate supervisor or directly supervise one another. If such a situation is created by marriage or promotion, one of the affected employees must submit a request to the Human Resources Manager for a transfer. If a transfer cannot be completed within 90 days, one of the affected employees must resign their position and shall be placed on a lay-off list. If a voluntary resignation is not received, the City shall lay-off the employee with the least years of City service.

SECTION 6: LOYALTY OATH

Every City employee shall take the oath or affirmation as prescribed by state law.

SECTION 7: CRIMINAL RECORDS CHECK

Current employees and applicants offered employment with the City shall submit a full set of fingerprints to the City for the purpose of obtaining a state and federal criminal records check pursuant to ARS 41-1750 and Public Law (PL) 92-544. The Arizona Department of Public Safety is authorized to exchange this fingerprint data with the Federal Bureau of Investigations.