
Sec. 2-146. Employment requirements.

Any person shall be considered for employment with the City of Broken Arrow in accordance with the following:

- (1) The person meets or exceeds the established job qualifications established for the position.
- (2) The person has successfully completed all medical, psychological, written and physical agility tests that may be required to perform the duties of the position. A successful candidate for employment shall submit to appropriate screening and evaluation, whether oral or written, as required for the position.
- (3) The person has not pled guilty to, or been convicted of any felony. Additionally, the person has not pled guilty to, nor been convicted of any misdemeanor in the past five (5) years which suggests unfitness for City employment. Unfitness for city employment is defined as any misdemeanor conviction, or guilty plea, within the past five (5) years involving conduct that directly undermines the individual's ability to perform the essential duties of the position or poses a reasonable risk to the safety, integrity, or public trust of the city's operations. Examples include, but are not limited to, misdemeanors involving dishonesty (e.g., theft, fraud), violence (e.g., assault), harassment, or substance abuse (e.g., DUI, public intoxication) that are relevant to the role. Misdemeanors beyond five years may be reviewed by the Human Resources Director, who will assess their relevance to the position based on the nature of the offense, time of occurrence, and evidence of rehabilitation.
- (4) The person does not have a record of previous unsatisfactory service in city employment or elsewhere of such a nature to demonstrate unsuitability for employment in the position for which applied.
- (5) If the candidate is a member of the immediate family by blood or marriage of any employee, special restrictions shall apply. As used herein, "immediate family" shall be defined to mean an employee's parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents of the employee or spouse, son, daughter, and grandchildren, or "foster" or "step" situations within these relationships.
- (6) All candidates for employment are exempt from the nepotism prohibition unless they are an immediate family member of the city manager, of an elected official of the city or of a supervisor within the department of finance. If and only if an employee is at a higher grade of employment than a relative of another employee, then the employee at a higher grade shall not be in direct supervision of their relative except in emergency situations. There shall be a distinct separation of duties of each related employee. The higher-grade employee shall not participate in any way in the relative's evaluation, nor shall the higher-grade employee be involved in any aspect of the relative's promotional or disciplinary process and shall not handle confidential material that could create improper or inappropriate access to confidential material by the relative.
- (7) Family members of the city council and/or the city manager, or a supervisor within the department of finance are ineligible for employment.