

City of New Haven

Hiring of Relatives Policy

Purpose: To set forth and describe personnel policies for relatives of City of New Haven employees, to ensure that the professional integrity of all employees of the City is maintained.

Issuing Authority: The Chief Administrative Officer is the issuing authority of this policy.

Enforcement Authority: Daily administration and enforcement is the responsibility of all Coordinators and Department Heads.

Section 1. Policy Statement

Relatives of City of New Haven employees are eligible for employment at the City. However, to insure that the professional integrity of the City is maintained, the employment of relatives should **NOT**:

1. Create a direct supervisory relationship between relatives;
2. Allow one relative to influence the job assignments, promotional opportunities, compensation, discipline, and performance review of another relative;
3. Allow one relative to approve compensation of another relative.

Appointing authorities are advised to seek opinion from Ethics Commission in instances where they are approving employment of a relative.

This policy should be taken into consideration when relatives of employees are being reviewed for new job assignments, transfers, or promotions. Any exceptions to this policy require the approval of the Corporation Counsel.

Section 2. Scope

This policy applies to all City of New Haven employees, part time or full time.

Section 3. Definition

Relative: any spouse, parent, step-parent, child, step-child, sibling, uncle, aunt, nephew, niece, grandparent and/or grandchild. This policy also includes the same relationships through marriage.

Issuing Authority: _____

Effective Date: _____

Previously Revised: Date N/A

A copy of this policy is available for review at the Department of Human Resources, and on the City's computer network at
N:\policies\hirrelatives.doc