



CITY OF STAMFORD

ANTI-NEPOTISM POLICY

Approved by the Board of Representatives on May 5, 2014

The purpose of this policy is to establish uniform practices regarding the employment of regular full-time, part-time and seasonal employees of relatives by the City of Stamford. The intent of this policy is to prevent the appearance of partiality in the hiring, promotion, demotion, reassignment, and transfer of employees, thereby limiting the negative effect on morale and the appearance of impropriety.

Pre-existing employment relationships falling within the purview of this policy will be permitted to continue; however, that exception does not apply to promotions, reassignments, and transfers after the effective date of this policy, which are governed by this policy.

The employment of relatives in the same Department within the City of Stamford may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

The City encourages, and stresses the importance of, the recruitment, selection, and advancement of employees on the basis of demonstrated work, knowledge, skills, and abilities. If relatives meet the established requirements for job vacancies based on their qualifications and performance, then they are eligible for employment with the City with certain restrictions as stated below.

The City limits the hiring or promotion of an immediate relative of an employee by that employee's Department. In limited circumstances, the hiring or promotion of an immediate relative may be permitted only after disclosure of such relationship to and in consultation with, the appropriate Human Resources Representative. Immediate relatives may not be hired if such employment would:

- ◆ Create a supervisor/subordinate relationship with a family member;
- ◆ Have the potential for creating an adverse impact on work performance; or
- ◆ Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring or promoting an employee. Additionally, relatives shall not work for the same supervisor without the prior approval of the Human Resources Department.

For the purpose of this policy, immediate relatives includes: parents and grandparents, spouse, including a partner in a Civil Union or domestic partner (as defined by applicable state law), children and grandchildren, brother and sister, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law, uncle, aunt, nephew, niece, first cousins and adopted and step family members.

All applicants for employment with the City of Stamford are required to disclose the names of relatives currently employed by the City, as indicated on the employment application. Current employees of the City of Stamford are required to disclose any prohibited employment relationship that may be created due to the promotion, demotion, reassignment, or transfer of the employee, or an election. Failure of the employee to provide this information may be grounds for disciplinary action up to and including the termination of employment.

Employees who become immediate relatives may continue employment as long as it does not involve any of the situations above. If one of the situations outlined above should occur, the employees must disclose it to Human Resources and attempts will be made to find a suitable position within the City of Stamford to which one of the employees will transfer if qualified for the position. If employees become immediate family members, the City will make reasonable efforts to transfer one of the employees to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the City will decide in its sole discretion who will remain employed.

The hiring supervisor is responsible for ensuring policy compliance. Directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for reporting any changes immediately to their supervisor.

The Human Resources Department, in consultation with the Corporation Counsel, is responsible for the interpretation of this policy. A copy of the attached Employment of Immediate Relatives Compliance Form shall be attached to every Personnel Action Form for new hires and promotions. Moreover, a copy of this policy shall be distributed to every employee at least every twenty-four (24) months and to all new hires.

A City employee or applicant for City employment who believes that he or she was denied employment or a promotion because of a misapplication of this policy may appeal the decision to the City's Ethics Commission, whose determination shall be final.



The Employment of Relatives Compliance Agreement Form below must be completed by the respective department and approved by the Department Head and Human Resources.

To be completed by the appointing authority:

1) Will the employee/incumbent be assigned to a position that is under the supervision or control of an immediate family member who has or may have a direct effect on the individual's work, progress or performance?

___ Yes (Consult with Human Resources prior to completing the Employment of Relatives Compliance Compliance plan below).

___ No (Sign and return to Human Resources)

Employment of Relative Compliance Plan: (must be completed if 'Yes' is checked above)

The following must be completed before an individual may be granted an exception, to work with or under the immediate supervision of an immediate family member.

Employee/Incumbent Name: _____ Classification/Working Title:

_____ Employee/Incumbent Assigned Department:

Related To: _____ Relationship: _____

I certify that there will be no conflict of interest including voting, making recommendations or in any way participating in decisions about any personnel matter which may directly or indirectly affect the selection, appointment, evaluation, retention, compensation, work hours, promotion, termination, other terms and conditions of employment for the above employee(s). I also ensure that steps will be taken to alleviate any pressures toward favoritism and that such decisions will not be decided based on the relationship as an immediate family member.

Plan to alleviate any pressures toward favoritism to be implemented:

I understand that the approving authority shall be responsible for investigating concerns about conflicts of interest or favoritism. Consult with Human Resources in the event the head of the organization is an immediate family member.

Signature of Employee: _____ Date: _____

Name of Employee (please print): _____

Signature of Appointing Authority: _____ Date: _____

Name of Appointing Authority (please print): _____

Approved: ___ Yes ___ No

Signature _____ Date: _____