Are you familiar with the University’s policy regarding the hiring or contracting of a family member?

As an employer of student workers, it is important for you to understand the Policy on Employment and Contracting for Service of Relatives, the procedures that accompany the policy, as well as how it could impact your hiring process. The employment or contracting for service of relatives in the same department or area of an organization may cause conflicts and serve as the basis for complaints concerning disparate treatment and favoritism as well as violations of the state’s Ethics statute. This policy was established to protect against such conflicts and complaints, and to provide for the ethical and legally consistent treatment of individuals with relatives seeking employment or who are employed by the University.

Who is considered a relative under the policy?

For purposes of this policy, relative is defined as: spouse, child, step-child, child’s spouse, parent, brother, sister, brother-in-law, sister-in-law, dependent relative or a relative domiciled in the employee’s household.

Here is what you need to know as an employer

In the student employment context, an employer will be asked to affirm their understanding of this Policy prior to posting any job for student employment, and agree to comply with it in the hiring process.

In addition, students who are submitting applications through the student employment process will now be asked to disclose any relatives who are employees at UConn, in an effort to ensure compliance with the procedures under the policy.
What if there is a potential conflict?

For example, let's say Erica applies for a student employment position in facilities operations. Erica’s mother, Pam, also works in the billing department of facilities operations.

On the application, Erica will be prompted to disclose the relationship with Pam as her mother.

Let’s say you want to offer Erica a job in facilities operations for winter snow removal.

Erica’s disclosure should prompt the employer (that’s you) to begin the process of filling out the Conflict of Interest Disclosure Form in collaboration with the current employee, Pam.

The form will prompt you to indicate how you learned of and evaluated the candidate.

In addition, it will prompt Pam to disclose any engagement in the hiring process, which would not be permitted per the Policy.

In this hypothetical case, Erica would report to someone other than her mother, and that person is in an equal or higher position than Pam in the department, which would be documented on the COI form.

Applicability and Resources

Ultimately, it is the responsibility of UConn employees to adhere to the Policy and ensure compliance with completing a COI form, when necessary. If questions or concerns arise as an employer, feel free to reach out to Student Employment Office or the Office of University Compliance for further guidance.