As a UConn/UConn Health employee 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 you. 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 Code of Ethics. 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.

Policy on Employment and Contracting for Service of Relatives

Per the policy, no UConn/UConn Health employee may be the direct supervisor of or take any action which would affect the financial interests of one’s relative. This may include decisions regarding:

- Approval of time-off
- Award of a contract
- Assignment
- Promotion/demotion
- Disciplinary action/discharge
- Conducting performance evaluations
- Appointment
- Approval of training or development opportunities
- Transfer

This policy would also prohibit a UConn/UConn Health employee from participating in any other employment action, including serving on a search committee acting on a relative’s application, or otherwise acting on behalf of a relative except as noted in the procedures. Additionally, no employee may use their position to influence an employment action of a non-relative if such action would benefit their relative.
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.

What if there is a potential conflict?

Under the procedures of the Policy, employees are required to complete a Conflict of Interest (COI) Disclosure Form prior to taking any action that may present the conflict. The COI form is designed to assist employees with disclosing potential or actual conflict of interest as well as document any mitigation action put in place to resolve the conflict.

Example COI Disclosure Forms

Choose the role that best describes you, and click on it to see an example of how to complete a COI Disclosure form:

- **UCONN Faculty (Storrs/Regionals)**
- **UCONN Staff (Storrs/Regionals)**
- **UCONN HEALTH Faculty**
- **UCONN HEALTH Staff**

Want More Information? See these resources:

- View the Policy
- COI Disclosure Form