



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Employment of Relatives Policy & Procedure	All Employees	Provide employees with the potential issues associated with familial relationships in the workplace	7/1/19	Vice President Human Resources	1

Familial relationships among employees can create an actual or potential conflict of interest in the employment setting, especially where one relative supervises another relative or is in a position to affect the compensation or other terms or conditions of employment of the other individual. To avoid this problem, the University of New Haven (the "University") may refuse to hire, or refuse to assign, a relative of an employee in a position where the potential for favoritism or conflict exists. In other cases where a conflict or the potential for conflict arises during the employment relationship, the parties may be separated by reassignment or, where reassignment is not feasible, terminated from employment at the discretion of the University. It is not permissible for any relatives to receive favored or preferential treatment in any aspect of the hiring, promotion or transfer process as a result of a familial relationship.

Under no circumstances should an employee report either directly or indirectly to a relative. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, and shall include, at a minimum, the following: parent, spouse, child, brother, sister, grandparent or grandchild, current spouse or partner's parents, aunt, uncle, cousin, brother-in-law, or sister-in-law. The University further reserves the right to determine whether other familial relationships, under the circumstances, shall be deemed to fall within this definition. Employees are required to immediately self-disclose potential conflict to their direct manager and the Human Resources Department.