

UNIVERSITY OF CONNECTICUT

Special Payroll Hiring – Conflict of Interest Disclosure

The Code of Ethics for Public Officials states that no employee shall use his or her position to obtain financial gain for themselves or a family member¹. This includes using their position or exerting undue influence regarding the hiring of a family member on the University's Special Payroll.

This form is intended to assist hiring managers and employees with ensuring compliance with the Code of Ethics as well as the University's Policy on Employment and Contracting for Service of Relatives. Any questions should be directed to the Office of Audit, Compliance and Ethics, at (860) 486-4526.

To Complete the Form:

1. Hiring Manager – complete section 1, and forward to Current University Employee.
2. Current University Employee – complete section 2, return original to Hiring Manager, and provide a signed copy to Supervisor.

Section 1 HIRING MANAGER DISCLOSURE

Name of Applicant:

Name of University Employee:

Please describe how you, the hiring manager, became aware of the applicant being considered for the position and the skills and qualifications that make them the best candidate:

Hiring Manager Signature: _____ Date: _____

Print Name: _____

¹ Under University policy, family member 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.

Section 2 EMPLOYEE DISCLOSURE

Please disclose any interactions you may have had regarding your family member's (the applicant's) consideration for employment:

Current Employee Signature: _____ *Date:* _____

Section 3 HUMAN RESOURCES REVIEW

I have reviewed the disclosure form with the Hiring Manager and conclude no appearance of a policy violation currently exists with the proposed special payroll hire.

Signature: _____ *Date:* _____