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 member. 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 University Compliance, at (860) 486-2530.

To Complete the Form:
- Hiring Manager – complete section 1, and forward to Current University Employee.
- Current University Employee – complete section 2, return original to Hiring Manager, and provide a signed copy to Supervisor.
- Dean/Director/Dept Head – obtain signature of Dean/Director/Dept Head

Section 1 HIRING MANAGER DISCLOSURE

Name of Applicant:

Name of University Employee:

Relationship to 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:

Signature: ________________________________  Date: ___________________

Print Name: ______________________________________

Dean/Director/Dept Head Signature: ________________________________  Date: ________________

Printed Name: ______________________________________

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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: ________________