



**Luke A. Bronin**  
**Mayor**

**POLICY NO:** 007

**DATE:** February 1, 2018

**DISTRIBUTION:** Affected Personnel

**SUBJECT:** Nepotism

**I. PURPOSE:**

The purpose of this memorandum is to establish the City's policy regarding nepotism.

**II. RESPONSIBILITY:**

It shall be the responsibility of all City personnel to comply with these provisions.

**III. DEFINITIONS:**

i. Relative

a person who is related to an officer, official, employee or member of any board, commission or agency as spouse or as any of the following, whether by blood, by marriage or by adoption: parent, child, brother or sister, aunt or uncle, niece or nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister.

ii. Personal Gain

an advantage or benefit not of a financial nature

iii. Conflict of Interest

occurs when any officer, official or employee of the City, or any member of a board, commission or agency of the City, engages in any act which advances personal interests and private financial interests over the interests of the public. Such conflicts of interest undermine the public trust that City officials and employees will always act impartially in the public interest. Public officials should be particularly scrupulous in avoiding even the appearance of conflict of interest.

**IV. IT IS THE POLICY OF THE CITY OF HARTFORD:**

- i. Conferring benefits and privileges based upon familial relationship, rather than on merit, and the appearance that benefits and privileges may have been so conferred, can harm the functioning of the City.
  - i. As the City of Hartford Ethics Code (“Ethics Code”), Hartford Municipal Code, Section 2-900, et seq states it is the policy of the City to uphold, promote and demand the highest standards of ethics from all its officers, officials, employees and members of boards, commissions, and agencies, whether elected or appointed. Accordingly, they shall maintain the highest standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants and never use their City position or powers for personal gain.
  - ii. Personal gain means an advantage or benefit not of a financial nature
  - iii. Personal interest means a private involvement of an individual or a relative of the individual from which the individual or the relative may derive an advantage or benefit of a nonfinancial nature
  - iv. City employees or officials may not use his or her position for the financial or personal gain of himself or herself or a relative.
- ii. The financial and professional integrity of the City is maintained and that the employment of relatives shall not:
  - i. Create a direct supervisory relationship between relatives;
  - ii. Create a situation where an individual who is appointed or elected into a supervisory role not of their creation continues to supervise a relative;
  - iii. Allow one relative to influence job assignments, promotional opportunities, compensation, discipline, and performance review of another relative; or
  - iv. Allow one relative to approve compensation of another relative.
  - v. Create an actual conflict of interest or the potential for or appearance of conflicts of interest. Individuals shall not be assigned to work situations where they are required to make management and other types of decisions which affect their relatives. Management decisions include, but are not necessarily limited to, those that affect salary, benefits, working conditions and assignments, hiring, promotion, discharge/staff adjustments and performance appraisals. In addition, individuals shall not be assigned to work situations where they are required to control, review or approve the tasks and responsibilities that their relatives perform as City of Hartford employees.
  - vi. To consider this policy when relatives of employees are being reviewed for new job assignments, transfers or promotions.
  - vii. That if two existing employees of the City work together in a supervisory relationship, and become related, a case-by-case analysis shall be made. In some circumstances, one of the employees may be transferred or otherwise reassigned. Exceptions may be made if there is a plan, approved by the Chief Operating Officer, which eliminates the conflict of interest or the opportunity for favoritism.
  - viii. That this policy may be revised at any time, as may be reasonable under the circumstances.