



POLICY ON THE EMPLOYMENT OF RELATIVES

Dated: May 19, 2015

Supersedes: HR.105 *Employment of Relatives*, dated April 7, 2005

I. PURPOSE

To establish guidelines regarding the employment of relatives of existing employees and faculty, avoiding potential or perceived conflict of interest, the appearance of favoritism, hostile work or academic environment or impropriety with regard to matters relating to employment, finance or confidentiality.

II. POLICY

It is the policy of New York Medical College that employment of relatives of existing employees and faculty is not prohibited, but is subject to the following restrictions:

- The College may employ a relative of an employee or faculty member provided the applicant possesses the required qualifications for employment and is the best candidate for the position;
- The employee may not participate in any capacity, directly or indirectly, in the recruitment or on-boarding process, including but not limited to, drafting job descriptions, providing references, serving on the search or interview team, reviewing candidate qualifications, or discussing the position or candidates with anyone involved in the hiring decision, or providing information to the relative not generally available to other candidates for the position;
- The College does not permit a work situation where one relative reports to another or where one relative directs, reviews, or processes the work of another relative;
- Relatives are restricted from working in the Human Resources Department and division within the Controller's Department or the equivalent division of an Affiliation Office, due to the confidential nature of these departments and to insure audit control; and
- If, while employed, two employees marry, both may retain their positions if they do not work in the same department, are not under the direct line of supervision of each other and neither occupies a position of influence over the other's employment, promotion, salary administration and other related management or personnel considerations.

III. SCOPE

This Policy applies to all College faculty, staff and CBU employees in regular full-time and regular part-time position.

IV. DEFINITIONS

A. Relative – spouse, parent, child, brother, sister, grandparent, grandchild, uncle, aunt, cousin, niece or nephew of the employee or of the employee’s spouse or any other relation established by blood, marriage, law or court order.

B. CBU – Union represented employee (Collective Bargaining Unit)

V. PROCEDURES

A. Each situation will be reviewed by the Vice President of Operations with the appropriate Dean or Vice President.

B. Any exceptions to this policy must be approved in writing by the appropriate Dean or Vice President and the Vice President of Operations.

VI. EFFECTIVE DATE

This Policy is effective as of date signed below.

VII. POLICY RESPONSIBILITIES

A. Supervisors/Administrators

1. To comply with the provisions of this Policy.


2. Any exception to this policy must have the written approval of the respective Dean or Vice President and the Director of Human Resources.

B. Human Resources Department - provide advice and guidance with respect to the interpretation and administration of this Policy.

VIII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations
Responsible Executive: Director of Human Resources
Responsible Offices: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor and Chief Executive Officer

5/19/15
Date