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|---------------------------|----------------------------------|
| <b>Title</b>              | Avoidance of Nepotism            |
| <b>Guideline Number</b>   | 200-004-SOP                      |
| <b>Responsible Office</b> | Human Resources & Legal Services |
| <b>Date Revised</b>       | 8/24/09                          |

**1. Overview**

It is the policy of the SCA to hire the best qualified individuals for each position. To avoid the appearance of favoritism or a conflict of interest, SCA employees and non-SCA staff may not have any role in the hiring or promotion of a relative.

**2. Definitions & Abbreviations**

- 2.1. Relative – Includes spouse; significant other; natural, foster, or stepparent; child; step-child; sibling; in-law; aunt; uncle; nephew; niece; grandparent; grandchild; or first cousin.
- 2.2. SCA Employee – Staff member on the SCA payroll and/or DSF personnel assigned to the SCA. Does not include contingent staff, temporary staff or consultants.
- 2.3. Non-SCA Staff – Any contingent staff person or consultant assigned to an SCA work location.

**3. Responsibilities by Role**

- 3.1. Firms Placing Contingent/Consultant Personnel at SCA Work Locations
  - 3.1.1 Communicate SCA policy to job applicants and on-site contingent/consultant personnel.
- 3.2. Senior Director of Human Resources
  - 3.2.1 Administer Nepotism policy and operating guidelines.
  - 3.2.2 Review requests for authorization to hire relatives of SCA employees or non-SCA staff.
- 3.3. Vice President, Administration
  - 3.3.1. Review requests for authorization to hire relatives of SCA employees or non-SCA staff.
- 3.4. Vice Presidents & Directors
  - 3.4.1. Responsible for ensuring compliance with Nepotism policy and operating guidelines.



3.5. Vice President & General Counsel

- 3.5.1 Review requests for authorization to hire relatives of SCA employees or non-SCA staff.

4. **Operating Guidelines**

4.1. SCA Job Applicants

- 4.1.1 Applicants to the SCA shall be required to indicate in the SCA Employment Application, as defined above, whether relatives are employed by the SCA.
- 4.1.1.1 Misrepresentation of facts in an employment application, including familial relationship, may result in the rescission of any offer of employment or immediate dismissal of the job applicant, as circumstances warrant.
- 4.1.2 If the applicant answers in the affirmative that a relative is employed by the SCA, the applicant will be required to provide the name of the SCA employee and identify the nature of the employee's relationship to the applicant.
- 4.1.3 The Senior Director of Human Resources shall notify the Vice President of the department for which the applicant is applying.
- 4.1.4 In the event that the Vice President believes it is in the best interests of the SCA to hire the applicant, the Vice President shall state, in writing, the basis for requesting authorization to hire the applicant.
- 4.1.4.1 This request for authorization shall be reviewed by the Senior Director of Human Resources, Vice President, Administration and the Vice President & General Counsel.
- 4.1.4.1.1 In the event that the request for authorization is submitted by one of the three reviewers above, that individual shall recuse him/herself from the review process.

4.2. SCA Employees & Non-SCA Staff

- 4.2.1 Incumbent SCA employees and non-SCA staff shall have an affirmative responsibility to notify the Senior Director of Human Resources if said employee or non-SCA staff member is related, as defined in this document, to another SCA employee or non-SCA staff member.
- 4.2.1.1 Related employees or non-SCA staff shall be reassigned if they currently report to the same supervisor or are otherwise in the same reporting chain.



4.2.1.2 Failure of an incumbent SCA employee or non-SCA staff member to disclose voluntarily a familial relationship may result in disciplinary action, including termination of employment.

4.2.2 SCA employees and non-SCA staff who marry or cohabit shall promptly notify the Senior Director of Human Resources.

4.2.2.1 If the newly married/cohabitating employees or non-SCA staff work for the same supervisor, are in the same reporting chain, or if one would otherwise supervise the other, one party shall be reassigned.

4.2.3 SCA employees and non-SCA staff who negotiate, authorize or administer contracts of contractors, vendors, consultants, or any other entity that conducts business with the SCA on behalf of the Authority, are prohibited from utilizing their influence to have relatives hired under these contracts.

**5. Related Policies & Operating Guidelines**

5.1. 200-004-POL – Avoidance of Nepotism (Policy)

5.2. 200-003-POL – Conflict of Interest (Policy)

5.3. 200-003-SOP – Conflict of Interest (Operating Guidelines)

**6. Web Address for Operating Guidelines**

This section left intentionally blank.

**7. Contacts**

| <b>Title</b>                     | <b>Department</b> | <b>Phone</b> |
|----------------------------------|-------------------|--------------|
| Senior Director                  | Human Resources   | 718-472-8215 |
| Vice President                   | Administration    | 718-472-8004 |
| Vice President & General Counsel | Legal Services    | 718-472-8220 |
|                                  |                   |              |

**8. Forms**

8.1. SCA Employment Application