



ANTI-NEPOTISM POLICY

1. POLICY

- 1.1 Section 2604(b) (3) of Chapter 68, New York City Charter, prohibits City employees from using, or attempting to use, their position to obtain financial gain, privilege, or personal advantage for themselves or for people with whom they are associated with, including close relatives. While there is nothing improper about one or more close relatives working in the Department, employees should not influence the hiring of close relatives or relations, nor should they be in supervisory relationships with close relatives.
- 1.2 The Department takes this anti-nepotism policy, and any violation of the policy, seriously. Violation of the policy may result in disciplinary action and possibly lead to termination. If an employee suspects that anyone has violated the policy, they should contact Human Resources immediately or contact the Department of Investigations directly. The Department of Investigations (DOI) can be reached at (212) 825-5900 or via e-mail at www.nyc.gov/html/doi/html/complaint.html.
- 1.3 This policy defines who is considered a close relative and therefore triggers the requirement that a disclosure be made. This policy also details what actions and supervisory relationships must be avoided.

2. DEFINITION OF A CLOSE RELATIVE

- 2.1 A “close relative” is defined as an employee’s parent, spouse, domestic partner, child, sibling, niece, nephew, aunt, uncle, grandparent, any person related to an employee’s spouse or domestic partner, and any person residing in an employee’s household. This definition applies whether the relationship is by blood, adoption or is created by the marriage of a parent, child or sibling.
- 2.2 New hires and employees with status changes (such as promotions that involve a change in supervisor) are required to submit a Family Disclosure Form (FDF) listing close relatives who work for the Department in any capacity, including but not limited to: full-time or part-time employees, grant-funded members, college aides, Summer Youth participants, interns, consultants and temps. The form must be submitted prior to a new employee’s start date, and within 30 days of an employee’s change of status.
- 2.3 A job applicant must disclose, to Human Resources, the existence of a familial relationships during the interview process, especially in the case in which the family member works in the same unit, Bureau, or Division of the Department. Candidates are also required to disclose familial relationships prior to being hired and while undergoing candidate investigations.

3. PROHIBITED ACTIONS AND SUPERVISORY RELATIONSHIPS

Simply put, employees cannot hire or supervise anyone closely related to them. Specifically:

1. No employee shall be involved in any way in the recruiting, interviewing, hiring, processing, evaluating, promoting of a close relative to work as an employee, consultant, intern or independent contractor for the Department.
2. No employee shall be involved with investigating, disciplining, or terminating a close relative who works as an employee, consultant, intern or independent contractor for the Department.
3. No employee shall submit a close relative's resume to Department employees or discuss a relative's application with anyone in the Department.
4. Employees may inform a relative about a publicly posted position, but shall not otherwise assist with them obtaining the job.
5. No employee shall supervise or manage directly or indirectly a close relative or member of the same household. For the purposes of this policy, supervise or manage shall include, but not be limited to: giving, furnishing, or overseeing work assignments; evaluating or approving performance evaluations or tasks and standards; recommending or approving a discretionary act regarding working conditions, salary, promotion, time and leave, etc.
6. Failure to disclose a close relative as required, or otherwise violate this policy in any way, may result in a disciplinary penalty up to and including termination.
7. This policy does not supersede nor limit the application of the NY State Civil Service Law, DCAS Personnel Rules and Regulations, or any applicable collective bargaining agreements.

BY ORDER OF THE FIRE COMMISSIONER AND CHIEF OF DEPARTMENT