

University of Connecticut

Special Payroll Hiring - CONFLICT OF INTEREST DISCLOSURE

[The State Code of Ethics for Public Officials](#) maintains a conflict of interest exists when a state employee, in the discharge of their official duties, is required to take an action that would affect a financial interest of the employee or the employee's family member (spouse, parent, sibling, child or spouse of a child), which includes participation in the hiring process.

This form is intended to assist hiring managers and employees with ensuring compliance with the above statutory requirements and the University [Policy on Employment and Contracting for Service of Relatives](#). Any questions should be directed to the Office of University Compliance at (860)486-2530.

Completing the Form:

1. The Hiring Manager completes Section I of the form. Once complete, please forward to the current UConn employee that is related to the candidate for hire.
2. The current UConn employee completes Section II and returns the original signed copy to the Hiring Manager. The current UConn employee is required to provide a copy to their direct supervisor as well.
3. The Senior Manager in charge of the hiring department or unit (i.e. Dean, Department Head, and Director) shall review the COI Disclosure Form and sign, if comfortable.
4. The Hiring Manager will forward the COI disclosure form to Human Resources for review prior to hiring the candidate.

Section I: HIRING MANAGER DISCLOSURE

Name of Applicant: _____

Applicant's Future Supervisor (print): _____

Name of current University Employee: _____

Relationship of Employee and Applicant: _____

As the Hiring Manager, please describe how you became aware of the applicant being considered for this position and the skills/qualifications that make them the best candidate:

Can you confirm that there is no direct or indirect reporting lines between the applicant and the current employee who is a relative, including that neither will be allowed to make decisions regarding the appointment, financial compensation, or scheduling of their relative? Please provide a detailed response.

Copy to: Office of Human Resources, Senior Manager, Supervisor, Employee, Office of University Compliance

I understand I am not authorized to hire this applicant until Human Resources, in conjunction with the Office of University Compliance, review the circumstances.

Hiring Manager (print): _____

Department: _____

Hiring Manager Signature: _____ Date: _____

Section II: EMPLOYEE DISCLOSURE

Please disclose any interactions you may have had in the hiring process regarding your family member's consideration for employment.

I understand my obligations under the University Policy on Employment and Contracting Service of Relatives as well as under the State Code of Ethics for Public Officials.

Employee Name (print): _____

Department: _____

Employee Signature: _____ Date: _____

Employee's Supervisor (print): _____

The Senior Manager in charge of the hiring department or unit (i.e. Dean, Department Head, and Director) shall review the COI Disclosure Form and sign, if comfortable.

Senior Manager (print): _____

Senior Manager Signature: _____ Date: _____

Section III: HUMAN RESOURCES REVIEW

- I have reviewed this disclosure form with the Hiring Manager and conclude no appearance of a policy violation currently exists with the proposed special payroll hire.
- I have reviewed the disclosure form with Hiring Manager and make the following recommendations and/or comments:

HR Staff Member (print): _____

HR Staff Member Signature: _____ Date: _____

Revised: 7/1/2020

Copy to: Office of Human Resources, Senior Manager, Supervisor, Employee, Office of University Compliance