



**STATE OF CONNECTICUT**  
**Department of Mental Health & Addiction Services**  
**Commissioner's Policy Statement and Implementing Procedures**



<b>SUBJECT/POLICY NAME:</b>	Employment of Relatives
<b>POLICY CHAPTER</b>	Chapter 2 – Human Resources/Employee Services
<b>APPROVED BY:</b>	COMMISSIONER’S POLICY GROUP; Nancy Navarretta, Commissioner
<b>EFFECTIVE DATE:</b>	5/6/1993
<b>LAST REVISED DATE :</b>	11/21/2025
<b>POLICY OWNER:</b>	Human Resources
<b>ATTACHED FORMS:</b>	1. Relationship Disclosure Form 2. Family Relationship Disclosure Acknowledgement

**STATEMENT OF PURPOSE:**

To establish guidelines governing the hiring and placement of relatives of individuals currently employed at the Department of Mental Health and Addiction Services.

**POLICY:**

It shall be the policy of the Department of Mental Health and Addiction Services that relatives of current employees may be considered for employment within the Department, but they will not be considered for any position that would place the applicant under direct supervision of the relative or the relative under the direct supervision of the applicant or in any position where the employed relative might influence the salary, benefits, working conditions, or personnel transactions such as disciplinary actions of the applicant or vice versa.

Applicants seeking employment at DMHAS will be asked to disclose if they have any relatives currently employed by the agency.

Employees of DMHAS are required to disclose any familial relationship that may cause conflict in accordance with this policy.

Employees must immediately notify their supervisor, in writing utilizing the “Relationship Disclosure Form”, whenever they become aware that there is a familial relationship that may be in conflict to this policy, either at the time of appointment to an assignment (e.g. hire, rehire, transfer, promotion, demotion), or when a relationship is formed after initial appointment (e.g. marriage,). If circumstances of the appointment would place the applicant in an assignment that would result in a violation of this policy, the Department’s Labor / Human Resources Committee will review the facts and the Committee may restrict or modify the employment of relatives to achieve compliance with this policy. The Committee will communicate the final decision back to the employee in writing utilizing the “Family Relationship Disclosure Acknowledgement” form.

If the Labor / Human Resources Committee determines reassignment is necessary for compliance, reassignments will be arranged in alignment with provisions of the governing collective bargaining agreement(s) and/or State personnel regulations related to the employment of relatives. If the relative relationship is established after employment, a reassignment shall be made either voluntarily or involuntarily.

For the purposes of this policy, a relative shall mean an individual who is father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent or grandchild, husband or wife or domestic partner.

Additional guidance for specific circumstances can be submitted to directed to the Department’s Labor / Human Resources Review Committee.