

Nepotism Policy

The Department of Revenue Services accepts referrals of candidates for permanent and temporary employment from a wide variety of sources, including current and former employees. However, all hires must be in compliance with applicable personnel policies and procedures.

Employment of family members in certain situations can create the appearance of impropriety or conflict of interest. In accordance with our Code of Ethics, the Department of Revenue Services will avoid the hiring, transfer or promotion of family members of employees where the appearance of favoritism or conflict of interest may exist.

Family members may be considered for positions where the candidate will not be:

1. In any position where a family member is directly involved in the hiring process;
2. Placed under the direct supervision of a family member; or
3. In any position where a family member is in a position to influence salary, benefits, working conditions, performance evaluations or disciplinary actions.

No one may be newly hired, transferred or promoted to a position directly supervised by or otherwise in the chain of employment reporting to any employee who related as a family member directly or by marriage. Employees and prospective employees shall disclose the identity of any employee who is related as a family member directly or by marriage.

The Human Resources Office should be consulted when uncertainties arise as to the propriety of any personnel decisions that could result in a violation of this policy. When a potential conflict arises, the decision to hire, transfer, or promote shall be referred to the Commissioner or his designee, whose decision shall be final.

The Department of Revenue Services will take appropriate corrective action to remedy situations that may arise as a result of family or other personal relationships between employees as well as between employees and prospective employees.

COMPLIANCE WITH DRS NEPOTISM POLICY

The following information is required in order to comply with the Department of Revenue Services Nepotism Policy.

Please read carefully and answer the following questions. If you are hired and have failed to truthfully answer the questions, it may result in termination of your employment.

1. Are you related to any current DRS employee(s)? Yes No

If yes, to whom are you related? _____

Please state relationship: _____

My signature acknowledges that I have truthfully answered the above questions to the best of my knowledge.

_____ Date _____

Name (please print)

Signature