

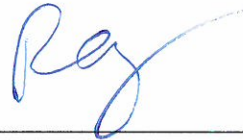
Ram Raju, MD, MBA, FACS, FACHE
President and CEO

September 1, 2015

Operating Procedure No. 20-54¹

NEPOTISM

TO: Distribution D
FROM: Ram Raju, MD, President



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1. **Purpose.** To set forth the HHC policy on nepotism.
 2. **Scope.** This procedure applies to all elements of the corporation.
 3. **Policy.**
 - (a) Whenever there are two or more relatives working in the same facility, no more than one of them shall be assigned to work in the same unit, even if no supervisory relationship exists.
 - (b) No individual employed by and/or working at the Corporation, including those engaged on a temporary or consultant or contractual basis, shall be involved in the hiring or employment of a near relative.
 - (c) No individual employed by and/or working at the Corporation, including someone engaged on a temporary or consultant or contractual basis, shall supervise a near relative.
 - (d) No Senior Vice President, Executive Director, Department Head, Cost Group Manager, or their deputies, or any consultant or contractor, shall supervise a near relative, directly or indirectly.
 - (e) Whenever a situation defined in this Operating Procedure arises, the individuals involved must report the relationship so that appropriate action can be taken.

¹ This supercedes Operating Procedure 20-54 Nepotism, dated June 21, 2001

(f) This policy may be waived where such a waiver will serve the best interests of the Corporation. The Network Senior Vice Presidents shall have the authority to waive this policy for individuals in their networks, the Executive Director of MetroPlus shall have the authority to waive this policy for employees working at MetroPlus, and the Senior Vice President for Operations shall have the authority to waive this policy for all other individuals. Where the employee, temporary employee, consultant or contractor is a near relative of the individual with the authority to waive the policy, the waiver must instead be issued by the President.

(g) In all instances in which a waiver is granted pursuant to this section, such waiver shall be issued in writing citing the specific reasons for its issuance. For verification and auditing purposes, such waivers shall be maintained in the appropriate records relating specifically to the affected employee, consultant, or contractor, as well as in the records of the issuing authority.

Nothing in this Operating Procedure shall supercede the restrictions or prohibitions of Chapter 68 of the Charter of the City of New York, Civil Service Law of the State of New York, the Rules and Regulations of the NYC Health and Hospitals Corporation, or applicable collective bargaining agreements relating to the transfer of employees.

4. **Definitions**

(a) “Near relative” is defined, for the purposes of this Operating Procedure as spouse; domestic partner; natural, foster, or stepparent; child or stepchild; brother or sister; father-in-law; mother-in-law; son-in-law; daughter-in-law; sister-in-law; brother-in-law; aunt; uncle; niece; nephew; grandparent; or grandchild.

(b) “Hire or employ” is define, for purposes of this Operating Procedure, as any substantial participation in the hiring, selection, promotion, or termination process, including requesting or approving employment or compensation, or the selection process involving evaluation of the credentials or experience of another individual, or the engagement of an individual as a temporary employee or consultant.

(c) “Supervise” is defined, for purposes of this Operating Procedure, as giving, furnishing or directing work assignments, rating, approval of ratings, evaluation of performance, or making decisions regarding working conditions, benefits or privileges of another individual.