**DDS Ethics Committee for Independent Contractors and Consultants**

**Hiring of a Relative by an Independent Contractor or Consultant Check List**

Documents required for the ethics committee’s review and approval of compliance with

[**ADVISORY OPINION NO. 99-14**](http://www.ct.gov/ethics/cwp/view.asp?a=2305&q=301328) **Application of Conn. Gen. Stat. §1-86e To The Hiring Of Relatives By Independent Contractors And Their Staff**

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| **FOR PRIOR APPROVAL**  Of the hiring of a relative of the Executive Director, CEO, President, or Officer of an Independent Contractor or Consultant | | |
| 1. |  | Title of the position and the job description for the position to be filled |
| 2. |  | Name of the person hired and relationship to #3 below |
| 3. |  | Name of the Executive Director/CEO/President/Board Member of independent contractor or consultant |
| 4. |  | A copy of the job posting which documents that it was an open recruitment process (e.g. copy of advertisement) |
| 5. |  | Documentation on the selection process used in this hiring |
| 6. |  | Documentation that the salary and benefits of the person hired are comparable to the employee who previously held that position or to other employees in a similar position (market rate) |
| 7. |  | Documentation that the immediate family member meets the qualifications for the job (e.g. job application or resume) |

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|  |  | **FOR POST APPROVAL NOT MORE THAN 30 DAYS AFTER HIRE**  Of the hiring of a relative of a current employee with hiring or supervisory authority |
| 1. |  | Title of the position and the job description for position to be filled |
| 2. |  | Name of the person hired and relationship to #3 below |
| 3. |  | Name and position of the employee with hiring or supervisory authority |
| 4. |  | Documentation that the salary and benefits of the person hired are comparable to the employee who previously held that position or to other employees in similar positions (market rate) |
| 5. |  | Documentation that the immediate family member meets the qualifications for the job (e.g. job application or resume) |