

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : HIRING OF RELATIVES
Policy Number : 04-02-01
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Revision Date :

I PURPOSE

This policy presents the Authority's position on hiring relatives, as adopted by the Board of Commissioners on August 22, 1988.

II APPLICABILITY

This policy applies to all employment decisions made within NFTA/NFT Metro.

III POLICY

All opportunities for employment, promotion, and transfer at the NFTA and NFT Metro shall be available to all on the basis of the experience and qualifications of applicants, and in accordance with the law of Equal Employment Opportunity, and the applicable provisions of union collective bargaining agreements. An applicant's relationship to an Authority employee shall not be a factor used in favor of the applicant when making an employment decision.

Directors and Department Managers shall not recommend for hire a relative to work in any department, division or section of the Niagara Frontier Transportation Authority or its wholly owned subsidiary, Niagara Frontier Transit Metro System, Inc.

"Relative" shall mean the employee's spouse, parents, children, grandparents, grandchildren, brothers, sisters, aunts, uncles, nieces and nephews of the employee or spouse, and all persons for whom the employee or employee's spouse is legally responsible.

Directors and Department Managers shall not make or recommend any appointment or assignment that will create a supervisory-subordinate relationship between relatives.

If, in the judgment of the Director, the best candidate available and eligible for appointment is a relative of another employee, and such appointment will result in a supervisory-subordinate relationship between relatives, the Director may recommend an exception to this policy. All exceptions must have the written approval of the

Executive Director before an offer of employment is extended. Directors and Department Managers are discouraged from seeking any exceptions unless it can be clearly shown there were no other qualified applicants.