

C Handling Special Cases – Co-workers and Co-worker’s Relatives

REVISION 19
(01/01/12 - 03/31/12)

There is a possible [conflict of interest](#) when an employee works on the case of a co-worker or co-worker’s relative. A co-worker is anyone that works in the employee’s current local office or any local office that the employee has worked in the past.

Employees must report cases belonging to these individuals to their supervisor as there may be a conflict of interest. (See [Conflict of Interest Employee Reporting Responsibility](#))

Employees must NOT have any [case interaction\(g\)](#) with the case of any participant where there may be a conflict of interest. This includes, BUT IS NOT LIMITED TO, the following:

- Making changes to the [case file\(g\)](#)
- Viewing case information
- Interviewing the participant

EXCEPTION

The Region Program Manager can grant exceptions when sending the case file to another office causes a hardship.

When an employee is assigned a case with participants related to the employee’s supervisor, the case must be given to the LOM or other management to be reassigned.

WARNING

All AZTECS and [OnBase\(g\)](#) inquiries are recorded. Actions that display on a case in which there may be a conflict of interest could be considered [suspicious or potentially fraudulent activity](#).