

# EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS FORM

## Nepotism Policy Procedure and Guidelines

These written procedures are to be completed when an employee is assigned to a position under the supervision or control of an immediate family member or when immediate family members report to the same supervisor (includes faculty member or members reporting to department chair). This form also acknowledges that you have read the campus' policy on nepotism. Fill in all that apply:

All personnel decisions including salary, appointment, evaluation, retention, tenure, compensation adjustments, termination, or other employment status or interest for

\_\_\_\_\_ (employee) will be determined by

\_\_\_\_\_ (head of unit, e.g., dean or associate dean, divisional supervisor, vice presidents, etc.)

\_\_\_\_\_ (related family member) shall not initiate

or participate in any institutional decisions involving a direct benefit (initial

appointment, retention, promotion, salary, leave of absence, etc.) for

\_\_\_\_\_ (employee name) and shall not participate

in discussions or votes designed to rank other employees in relationship to

\_\_\_\_\_ (employee name) for the purpose of such decisions.

\_\_\_\_\_, as manager of the organizational unit, shall be

responsible for investigating concerns about conflicts of interest or favoritism

involving members of the same immediate family.

Special considerations to alleviate any pressures toward favoritism to be taken (if

necessary):

---

---

---

---

Signatures:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor, Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

File copies in department, college or program center, and Employment  
Services/Office of Human Resources

November, 2011

## **GUIDELINES**

**For**

### **Employment and/or Supervision of Immediate Family Members**

1. Review Nepotism Policy at [www.csus.edu/umannual/findPolicy.html](http://www.csus.edu/umannual/findPolicy.html)

#### **Summary of Nepotism Policy:**

“No CSU employee shall vote, make recommendations or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, evaluation retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member..”

#### **Immediate Family Definition:**

Defined as a close relative including: parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin, spouse, registered domestic partner, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-law, daughter-in-law, and by guardianship and/or adoption or a person residing in the immediate household except live-in household employees or roomers. Relatives of domestic partners shall be treated as relatives of spouses.

This is **not** an automatic ban to employment of family members- Rather a caution and reminder of how these situations must be documented.

2. Prior to making an employment offer or requesting HR make an employment offer in the case of staff hires, ensure that no issue exists with respect to nepotism. Issues of supervision or

evaluation may arise after initial hire. Should a question arise as to whether an immediate family member relationship exists under the Nepotism Policy, contact Human Resources, Employee Services to discuss the situation at 86326.

3. Prepare Employment of Immediate Family Members Form if a relationship exists that would be covered by the Nepotism Policy. **The Form must be prepared and approved before hire.**

**Failure to follow this procedure may result in a delay in the hiring process or possible termination of an appointment.**