
Human Resources

AP 7310 NEPOTISM

References:

Government Code Sections 1090 et seq. and 12940 et seq.

Recommendations for employment involving a member of the immediate family of a current employee shall contain notation of such fact, and an analysis of the possible conflict of interest or other disadvantage. No employee shall participate in the review and decision-making processes or other matters concerning employment, promotion, retention, evaluation, tenure, work assignment, salary, or termination of another employee who is a member of the immediate family.

Appointment of an employee to an organizational unit where a member of the immediate family is assigned is subject to review and approval by the Chancellor. A "member of the immediate family" means the mother, father, aunt, uncle, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee; and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, brother-in-law, sister-in-law, cousin, or step-relatives of the employee; or any relative living in the immediate household of the employee or domestic partner.

If two persons in the same department should marry or enter into a domestic partner relationship while both are employed by the District, they may continue their employment in the same department provided they not work in any position that would require one to be in a decision-making role relative to the other.

Current District employees are prohibited from participating in, or influencing or attempting to influence decisions related to admission, financial aid, work-study, or student hourly employment affecting immediate family members.

Date Adopted: May 19, 2015

(This is a new procedure recommended by the Policy and Procedure Service.)