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3 **05-10**

4 July 8, 2005

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7 **Policy on Nepotism**

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9 This policy was recommended by the Academic Senate on May 12, 2005
10 and approved by the President on June 10, 2005.

11 (This Policy Statement supersedes Academic Policy PS 01-13)

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14 It is the policy of the California State University, Long Beach to seek for its
15 administrators, instructional faculty, and support staff, including students, the
16 most qualified candidates through appropriate search procedures preceding each
17 appointment and promotion. There shall be no bars to the appointment of
18 immediate family members in administrative, faculty or staff employment
19 categories, in the same or different units or departments so long as the following
20 standard is met: No CSU employee shall vote, make recommendations or in any
21 way participate in decisions about any personnel matter which may directly affect
22 the selection, appointment, evaluation, retention, tenure, compensation,
23 promotion, termination, other employment status or interest of an immediate
24 family member as defined below.

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26 Hence, if either of the following circumstances exists before an appointment:

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- 28 1. the individual to be appointed is to be assigned to a position under
29 the supervision or control of an immediate family member who has,
30 or may have, a direct effect on the individual's progress or
31 performance; or
 - 32 2. the individual to be appointed is to be assigned to work for the
33 same immediate supervisor as another immediate family member,
34 then special written provisions must be approved by the head of the
35 organizational unit (such as Dean, Director or Associate Vice
36 President) before the individual may be appointed. Also, if a change
37 in circumstances occurs so that an employee is now an immediate
38 family member in one of the two conditions noted above, then
39 special written provisions must similarly be approved, before a
40 personnel action can be initiated.

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43 The special written provisions shall include a plan to ensure that
44 personnel matters including evaluation, retention, tenure,
45 promotion, wages, hours and other terms and conditions of
46 employment will not be decided based on the relationship as an
47 immediate family member. The plan should provide that the head of

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the organizational unit is to review all decisions on personnel matters. In those cases where related employees will be working for the same immediate supervisor, the plan should include steps to be taken to alleviate any pressures toward favoritism that could occur as a result of supervising members of the same immediate family. Those undergoing personnel matters described above must also report relationships during the process. The head of the organizational unit shall be responsible for investigating concerns about conflicts of interest or favoritism involving members of the same immediate family.

For the purposes of this policy, “immediate family member” is 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-in-law, daughter-in-law, individual related by guardianship 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.

EFFECTIVE: Immediately