



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

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| Subject: <b>Policy on Nepotism</b>   |                                 |
| Department: <b>Staff Human Resources</b>   | Reference No.:                  |
| Division: <b>Administration &amp; Finance</b>  | Issue Date: <b>June 2001</b>    |
| References: <b>Senate Policy 05-10 and Technical Letter HR 2004-18</b>                     | Revision Date: <b>June 2005</b> |
| Web Links: <a href="#">Senate Policy 05-10</a> <a href="#">Technical Letter HR 2004-18</a> | Expiration Date: <b>NA</b>      |

**Purpose:**

These guidelines are intended to assist a department in the practical application of this policy for specific personnel concerns. If, at any point in process, it is unclear how to proceed or how to appropriately apply the provisions of Policy 05-10, assistance and guidance should be sought from Staff Human Resources.

**Guidelines:**

1. Whenever a hiring action or transfer of existing employee involves close relatives or immediate family members, the situation or proposed resolution should be presented to Academic Personnel or Staff Human Resources for consultation.
2. In situations where a hiring action or transfer of existing employee involves a close relative or immediate family member of senior or executive management personnel, the President or the President's designee should review and approve the action.
3. Any exceptions to this policy are at the sole discretion of the President.

**FORMS:** NA