



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1308**

POLICY ON EMPLOYMENT OF RELATIVES

There shall be no restriction on the appointment of close relatives in administrative, faculty or staff employment categories, in the same or different units or departments so long as the following standards are met.

- A. The employment by the university of personnel who are related by birth, marriage or adoption to other university personnel is subject to regulation by the university. For the purposes of the policy, "relative" is defined as husband, wife, mother, father, son, daughter, sister, and brother. In no case shall such regulation have the effect of denying equal employment opportunity to one sex over the other.
- B. The employment of relatives as colleagues in the same unit or department is permissible. Individuals within the same department or unit shall not participate directly or indirectly in any evaluation proceedings, actions or recommendations involving, but not necessarily limited to appointment, reappointment, retention, promotion, tenure, and any salary increase matters.
- C. The employment of relatives in which one individual is under the direct or indirect line supervision of the other is permissible. The individual in the supervisory position, along with his/her immediate supervisor and the permanent employees under his/her supervision, shall jointly develop procedures for observing the restrictions of part B above and for dealing with any other problem areas that may be identified. The individual in the supervisory position shall be responsible for the orderly working of the department/unit with the use of these procedures.