CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1504

HIRING OF IMMEDIATE RELATIVES/PARTNERS BY SUPERVISORS

It is the policy of Cal Poly Pomona to seek for its Administrators, Instructional Faculty and Support Staff the best possible candidates through appropriate search procedures preceding each appointment and promotion. There shall be no bars to 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 standard is met.

No Cal Poly Pomona 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 a close relative.

A special plan shall be prepared, reviewed, and approved by the Dean/Director or appropriate administrator before an individual may be appointed when: (1) the individual is to be assigned to a position under the supervision or control of a close relative who has or may have a direct effect on the individual's progress or performance; or (2) the individual is to be assigned to work for the same immediate supervisor as another close relative.

The plan shall ensure that personnel matters including evaluation, retention, tenure, promotion, wages, hours and other terms and conditions of employment, will not be decided based on the relationship as a close relative . The plan shall also provide that the appropriate administrator 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 that are related to each other. The appropriate administrator shall be responsible for investigating concerns about conflicts of interest or favoritism involving related members.

For the purposes of this policy, "close relative" is defined as follows.

> By blood: parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin.

> By Law: 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, uncle, aunt, nephew, niece, and by guardianship and/or adoption.

> Relatives of domestic partners shall be treated as relatives of spouses.

For the purpose of transparency and to avoid the appearance of impropriety, an employee who is a relative of a candidate shall recuse himself/herself from all personnel considerations of the candidate.