

Employment of Near Relatives - Employment Actions

UCSC Local Procedures

(A.26b) Rev. 3/29/2011

I. Policy Summary

Subject to the approval of the Staff HR Director the employment of near relatives in the same department may be permitted when such concurrent employment would be in the best interest of the University.

For the purpose of this policy, a near relative is defined as a spouse, domestic partner, parent, child (including the child of a domestic partner), or sibling. In-laws and step-relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the employee's spouse, are also defined as near relatives.

II. Related Policies, Contract Articles and References

A. Personnel Policies for Staff Members (PPSM)- employees not covered by a collective bargaining agreement:

- [PPSM 21.G-Near Relatives](#)

III. Authority

The employment of near relatives within the same unit requires the approval of the Staff HR Director.

IV. Criteria

A. The hire of a near relative of a current employee is permitted when it is in the best interest of the University. Approval is required prior to employment if the near relatives would be employed in the same department and would have:

- a. A direct or indirect supervisory relationship.
- b. The same immediate supervisor.
- c. A close working relationship in such that either of the near relatives are in the position of making economic decisions that have material financial impact on their near relative, such as:
 - Performance evaluations;
 - Decisions regarding hiring, transfers, promotions, layoffs, reduction in pay;
 - Merits, performance and recognition awards, and other pay decisions;
 - Reclassifications and job descriptions;
 - Hours of work and workload for hourly employees;
 - Overtime and other bonus pay decisions;
 - Approval of reimbursements and personal payments, including but not limited to: approval of training and travel arrangements.

B. Approval is also required when the familial or work relationship of current employees changes such that the employees become near relatives in the same department. See [Employment of Near Relatives - Change in Relationship](#).

V. Process Overview

Subject to the approval of the Staff HR Director, the employment of near relatives in the same department may be permitted when such concurrent employment would be in the best interest of the University.

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Process Overview:

- A. **The candidate or current employee** notifies the supervisor of the possible near relative situation.
- B. **The Hiring Manager (HM)** consults with their [HR Senior Partner](#) (HRSP).
- C. **The HM** submits an e-mail request for approval to their HRSP.

- D. **The HRSP** reviews the request, consults with Internal Audit, and makes a recommendation to the Staff HR Director.
- E. **The Staff HR Director** approves or disapproves the request.