

Employment of Near Relatives - Employment Actions UCSC Local Procedures

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Hiring Manager Procedure

1. Request Approval

Your [HR Senior Partner](#) (HRSP) is available to assist you with any of the following steps.

- A. **If a near relative is selected as the best-qualified candidate** for the position, consult with your HRSP to identify any risks (see [Criteria](#)) and develop a plan to mitigate the risks.
- B. **Submit a request for approval to your HRSP** via e-mail, prior to an informal or formal offer. The request should include the following information:
 - Name and prospective title of prospective employee,
 - Name and title of employee in the department who is a near relative,
 - Familial relationship of the prospective and current employee(s),
 - The expected work-related interactions between the two positions,
 - The plan to mitigate any risks (e.g., the restructure of the organization, reassignment of duties), and
 - Justification for approval.

Identify a second choice candidate in the event that approval is not given to hire the near relative.

- C. **Receive notification from your HRSP** regarding approval/disapproval of your request.
 - a. If request is approved, proceed with job offer:
 - See [Recruitment](#) if employment action is the result of a recruitment.
 - See [Non-Recruitment](#) if employment action is the result of a non-recruitment.
 - See [Waiver of Recruitment](#) if employment action is the result of a waiver.
 - b. If request is not approved, notify candidate of the near relative conflict and your inability to hire them. Continue with the screening, interview and selection process for the remaining applicants.

Help, Forms & Other Resources

How To Use

The steps for these procedures have been divided into sets of activities for each role involved in the procedure. When you select a role, you will only see the activities and steps the selected role is involved in. To see activities and steps for a different role, choose the desired role.

Resources

- [Recruitment](#)
- [Non-Recruitment](#)
- [Waiver of Recruitment](#)
- [Employment of Near Relatives - Change in Relationship](#)
- [UCOP Conflict of Interest Resources](#)