

Employment of Near Relatives - Employment Actions UCSC Local Procedures

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

HR Service Team Representative (HRSTR) Procedure

1. Records Disposition

A. **Receive e-mail approval** from the [HR Senior Partner](#) (HRSP):

- For [Recruitment](#): after the job offer has been submitted through the Recruitment Management System ([RMS](#)), forward e-mail approval to the [Recruitment Specialist](#) (RS). Document approval in the comments tab in RMS.
- For [Non-Recruitment](#): add hard copy of e-mail approval to the Non-Recruitment Request Packet and forward to the RS.
- For [Waiver of Recruitment](#): add hard copy of e-mail approval to the Waiver Request Packet and forward to the Equal Employment Opportunity/Affirmative Action Director.

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](#)