

CSUB FOUNDATION
NEPOTISM COMPLIANCE AGREEMENT
(Regarding Employment Relationship of Immediate Family Members)

It is the policy of the CSUB Foundation to seek qualified candidates through appropriate search procedures preceding each appointment and promotion. There shall be no bars to the appointment of immediate family members in Foundation employment categories, in the same or different units or departments as long as there is an approved Nepotism Compliance Agreement to insure there will be no conflict of interest regarding any personnel action.

This form must be completed and approved before an individual may be appointed to work with or under the immediate supervision of an immediate family member.

“No Foundation 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 an immediate family member as defined below.”

For the purpose of this agreement, “immediate family member” is defined as a close relative including: parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin, 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 and by guardianship and/or adoption or a person residing in the immediate household except live-in household employees or roomers. Relatives of domestic partners shall be treated as relatives of spouses.

Please check any of the following situations that apply:

The individual is assigned to a position under the supervision or control of an immediate family member who has or may have a direct effect on the individual’s progress or performance

Employee’s Name: _____ Job Title: _____

Supervisor’s Name: _____ Job Title: _____

Relationship: _____

Employee’s Department: _____

The individual is assigned to work for the same immediate supervisor as another immediate family member.

1st Employee’s Name: _____ Job Title: _____

2nd Employee’s Name: _____ Job Title: _____

Supervisor’s Name: _____ Job Title: _____

Relationship: _____

Employee's Department: _____

AGREEMENT

Employee(s) and Supervisor:

This is to certify that I have read the CSUB Foundation Nepotism Policy and agree that there will be no conflict of interest including voting, making recommendations or in any way participate in decisions about any personnel matters which may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, and other terms and conditions of employment of an "immediate family member" as defined in this agreement.

Also, I ensure that steps will be taken to alleviate any pressures toward favoritism and that such decisions will not be decided based on the relationship as an "immediate family member ." This includes those cases where related employees are working for the same immediate supervisor.

If the employment relationship is supervisory, the head of the organizational unit will review and approve all personnel related decisions and financial transactions involving the family member.

Signature: _____ Date: _____

Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Head of Organizational Unit*

As the head of the organizational unit, I recognize that this employment relationship requires the special written provisions provided here and consistent oversight to ensure that decisions related to personnel matters are not based on the relationship of an "immediate family member." I have discussed the responsibilities relating to compliance with this policy with the employees involved.

As head of the organization unit, I recognize that I am responsible for coordinating with University Human Resources to investigate concerns about conflicts of interest or favoritism involving members of the same immediate family.

Signature: _____ Date: _____

Job Title: _____

**** In those situations where this policy applies to the head of the organizational unit, the appropriate Administrator is to review and approve all decisions on personnel matters.***

Foundation Manager or Human Resources Director Approval:

I have reviewed and approved this agreement.

Signature: _____ Date: _____

Job Title: _____