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

It is the policy of the CSU 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 administrative, faculty or staff 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 applies to the following employment categories: all staff and faculty covered by collective bargaining agreements; all employees in designated confidential positions; employees hired as administrators in the Management Personnel Plan (MPP); and those in excluded classifications, e.g., student assistants, work-study, special consultants, etc.

In accordance with Revised CSU Nepotism Policy, HR 2004-18, dated June 28, 2004, 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 CSU 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-

## AGREEMENT

## Employee(s) and Supervisor:

In compliance with CSU policy, this is to certify that I have read the CSUB Nepotism Policy (Ref. HR 2004-18) 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 supervisorial, 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.