### Policies

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### Internal Operations

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- Chancellor's Office
  - Job/Exam Opportunities
- Director
- Staff Directory
- The Office of Human Resources
- Mail & Reprographics

### Human Resources

- HR Home
- Administrative Policies & Procedures
- HR Staff Directory
- Job and Exam Opportunities
This bulletin provides the agency’s policy on nepotism. Nepotism is generally defined as the
practice of an employee using his/her personal power or influence to aid or hinder another in the
employment setting because of a personal relationship between the individuals. Personal
relationships include, but are not limited to associations by blood, adoption, marriage or
cohabitation.

POLICY

It is the policy of the California Community Colleges System Office to prohibit the practice of
nepotism. All hiring decisions by law and in the interest of good personnel management must
be based on the principle of merit selection. Favoritism in employment on the basis of personal
relationship or acquaintance is inconsistent with the accomplishment of agency goals, and
contrary to the maintenance of public confidence.

In order to prevent the occurrence of nepotism as much as is practical, relatives and/or
individuals who have personal relationships with System Office employees will not be hired or
later assigned to a position:

1. Where there will be a direct or indirect supervisory relationship.
2. Where there will be a continuing working relationship.
3. Where these individuals will work in the same or related units.
4. Where an individual will be in a recommending or influencing role with respect to personnel
management decisions such as promotions, assignments and training opportunities.

Exceptions may be granted upon recommendation of the Vice Chancellor, where there are
specialized skills, urgency or other considerations.

If after the employment of an individual, it is found that through inadvertence the responsible
supervisor was not aware of the relationship, the Personnel Office or appropriate administrative
officer will review the reporting and working relationships and will make a determination on their
acceptability. The situation will be assessed carefully to ensure that the following are not
adversely affected:

1. The work production of the unit.
2. The safety and morale of the unit.
3. The fair and impartial supervision and evaluation of employees by supervisors in the unit.

Exceptions may be granted upon recommendation of the Vice Chancellor, where there are
specialized skills, urgency or other considerations.
THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4425

Date: June 28, 2004

To: CSU Presidents

From: Jackie R. McClain, Vice Chancellor
Human Resources

Subject: Revised CSU Nepotism Policy

It is the policy of the California State University to seek for its administrators, instructional faculty, and support staff the most 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 so long as the following standard is met:

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.

In each of the following circumstances, special written provisions must be prepared for review and approval by the head of the organizational unit (e.g. Dean or Director) before an individual may be appointed: (1) If the individual is to be 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; or (2) If the individual is to be assigned to work for the same immediate supervisor as another immediate family member.

The special written provisions shall include a plan to ensure that personnel matters including evaluation, retention, tenure, promotion, wages, hours and other terms and conditions of employment, will not be decided based on the relationship as

Distribution:
Chancellor
Associate Vice Presidents/Deans of Faculty Affairs
Vice Presidents, Administration
Vice Presidents, Academic Affairs

Human Resources Directors
Benefits Officers
SOSS Director
an immediate family member. The plan should provide that the head of the organizational unit is to review all decisions on personnel matters. In those cases where related employees will be working for the same immediate supervisor, the plan should include steps to be taken to alleviate any pressures toward favoritism that could occur as a result of supervising members of the same immediate family. The head of the organizational unit shall be responsible for investigating concerns about conflicts of interest or favoritism involving members of the same immediate family.

Regarding financial matters, the California State University is covered by the Financial Integrity and State Manager’s Accountability Act (FISMA, Government Code §13400 et seq.), which requires separation of duties for financial transactions. These requirements can be found in the State Administrative Manual (SAM, chapter 8080).

For the purposes of this policy, “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.

Campuses may enact policies that set reasonable restrictions on an individual’s capacity to function as a judge or advocate in specific situations involving a member of his/her immediate family. However, consistent with applicable law, any such restriction cannot have the effect of denying any equal employment opportunity.

Exceptions to this policy are at the discretion of the President or the Chancellor for the Office of the Chancellor.

If you have any questions, please contact Employee Relations at (562) 951-4421.

This Human Resources memorandum is also available on Human Resources Administration’s Web page at: http://www.calstate.edu/HRAdm/memos.shtml.

JRMcC/ms
POLICY ON NEPOTISM

It is the policy of California State University, Fresno to seek for its administrators, faculty, and support staff the most 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 in the same or different departments or units provided that systemwide standards are met.

"Immediate family member" is defined as 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.

No university employee shall vote, make recommendations or in any way participate in decisions about any personnel matter which may directly affect promotion, termination, other employment status or interest of an immediate family member.

1. No one shall serve on a committee on which one could influence or make personnel recommendations or decisions (such as appointment, retention, tenure, or promotion) affecting an immediate family member, or

2. No one shall influence any person who could make personnel recommendations or decisions (such as appointment, retention, tenure, or promotion) affecting an immediate family member.

In each of the following circumstances, special written provisions\(^2\) must be prepared for review and approval by the appropriate administrator before an individual may be appointed:

a. If the individual is to be 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, or

b. If the individual is to be assigned to work for the same immediate supervisor as another immediate family member.

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\(^1\) Relatives of registered domestic partners shall be treated as relatives of spouses.

\(^2\) These provisions shall be placed in the individual's open personnel file.
The special written provisions shall include:

a. A plan to ensure that personnel matters including evaluation, retention, tenure, promotion, wages, hours, and other terms and conditions of employment will not be decided based on the relationship as an immediate family member, and

b. A plan to provide that an appropriate administrator is to review all decisions on personnel matters, and

c. In those cases where related employees will be working for the same immediate supervisor, a plan to ensure that steps are taken to alleviate any pressures toward favoritism that could occur as a result of supervising members of the same immediate family.

The dean or director of the affected department or unit shall be responsible for investigating concerns about conflicts of interest or favoritism involving members of the same immediate family.

Regarding financial matters, the California State University is covered by the financial integrity and state manager’s accountability act (FISMA, Government Code 3400 ET SEQ.) that requires separation of duties for financial transactions.3

Reference: CSU Nepotism Policy HR 2004-18

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3 These requirements can be found in the State Administrative Manual (SAM, Chapter 8080).
CSUB
Nepotism Policy

It is the policy of California State University, Bakersfield (CSUB) to seek for its administrators, instructional faculty, and support staff the most 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 so long as the following standard is met:

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.

If an employee is scheduled to participate on a selection committee or Qualifications Appraisal Board (QAB) and becomes aware they are related to an applicant, they must notify a representative of Human Resources immediately and prior to participation on committee or QAB.

In each of the following circumstances, special written provisions must be prepared for review and approval by the head of the organizational unit (e.g. Dean or Director)* before an individual may be appointed: (1) If the individual is to be 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; or (2) If the individual is to be assigned to work for the same immediate supervisor as another immediate family member.

The special written provisions shall include a plan to ensure that personnel matters including evaluation, retention, tenure, promotion, wages, hours and other terms and conditions of employment, will not be decided based on the relationship as an immediate family member. The plan should provide that the head of the organizational unit is to review all decisions on personnel matters. In those cases where related employees will be working for the same immediate supervisor, the plan should include steps to be taken to alleviate any pressures toward favoritism that could occur as a result of supervising members of the same immediate family. The head of the organizational unit shall be responsible for investigating concerns about conflicts of interest or favoritism involving members of the same immediate family.

Regarding financial matters, the California State University is covered by the Financial Integrity and State Manager’s Accountability Act (FISMA, Government Code §§3400 et seq.), which requires separation of duties for financial transactions. These requirements can be found in the State Administrative Manual (SAM, chapter 8080).

* 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.

For the purposes of this policy, "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. Exceptions to this policy are at the discretion of the President.

This policy applies to 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.

The Office of Human Resources is responsible for implementation of this policy on the CSUB campus. One portion of this policy notes the need for special written provisions from program center administrators before an individual may be appointed or given an assignment if the nepotism policy applies to that situation. (refer to Nepotism Compliance Agreement).

REV. 3/20/08
Personnel Policies for Staff Members

Print friendly version in [PDF] format

Employment

21. Appointment
October 2, 2009

A. SELECTION
The individual who, in the judgment of the hiring authority, possesses the qualifications required
to perform the duties of the position most effectively is to be selected for the position. The hiring
authority shall give due consideration to providing promotional opportunities to University
employees.

B. PREFERENCE FOR REEMPLOYMENT OR TRANSFER
Professional and support staff applicants with preference for reemployment who appear to meet
the requirements of the position shall be referred to the hiring department for first consideration
(see Staff Policy 60.F., Reemployment from Indefinite Layoff, and Staff Policy 81.D. Special
Selection).

C. EMPLOYEE APPLICANTS
With reasonable notice, an employee shall be granted reasonable time off with pay to interview
for University positions.

D. SELECTION PROCEDURES
Selection methods and criteria shall be job related.

The Chancellor shall designate those departments and positions for which medical examinations
shall be required of all persons prior to entrance to duty. The University shall bear the cost of the
medical examinations.

Candidates for employment and employees shall not be required to take a polygraph test as a
condition of obtaining employment.

E. BACKGROUND CHECKS
To ensure that individuals are selected who possess the qualifications to perform the duties of the
position most effectively and who are best able to serve the University's interests, the University
requires job-related background information on final candidates for critical positions and
employees who are promoted, reclassified, or transferred into critical positions. Background
checks may include but will not necessarily be limited to confirmation of an individual's identity,
review of an individual's criminal conviction record, if any, or verification of any license,
certificate, or degree required for appointment. The Chancellor shall designate certain positions as
critical in accordance with guidelines established by the Office of the President

Appointment to or continued employment in a critical position is contingent upon successful
completion of a background check. Except for fingerprinting, a background check is completed
prior to appointing a person to a critical position. A background check that includes fingerprinting
may be completed after appointment, and the results shall be used to assess the employee's
suitability for continued University employment.

Employment and educational reference checks normally are conducted for all positions including
critical positions.
F. CITIZENSHIP, WORK STATUS, AND IMMIGRATION REQUIREMENTS
Under Federal law, the University of California may employ only individuals who are legally eligible to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

The University, as a federal contractor, must verify the work status of an employee who is hired after November 6, 1986 and is directly performing work under a federal contract or subcontract that contains an E-Verify requirement clause. Use of the E-Verify employment verification system requirements is in addition to the requirements currently specified in the Immigration Reform and Control Act of 1986.

Nonimmigrant aliens authorized to work in the U.S., including student employees, must have or agree to acquire minimum health insurance coverage. (See Group Insurance and Health Plan Regulations available in departments and the Human Resources Office.)

G. NEAR RELATIVES
Subject to the Chancellor’s approval, the employment of near relatives in the same department may be permitted when such concurrent employment would be in the best interests 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.

Applicability:
Section B: Employees and applicants for Professional and Support Staff positions
Sections A, C-G: Employees and applicants for all staff positions.
The University of California, San Diego recognizes that decisions about seeking, accepting, and maintaining employment often involve considerations concerning two careers. The Partner Opportunities Program (POP) provides assistance and support in the employment search for spouses or partners of General Campus ladder-rank faculty candidates and appointees and of those in senior management positions who hold academic appointments.

The Partner Opportunities Program offers assistance and guidance to those conducting their own job searches by assessing their needs, arranging job contacts and informational interviews, and serving as a central resource for information regarding employment opportunities.

In order to participate, clients must be referred to the Partner Opportunities Program by the department in which their spouse or partner is a candidate or appointee. The Partner Opportunities Program is only available to the General Campus at this time.

Departments can request and authorize POP services by completing a Services Request Form: doc / pdf

New clients can view a summary of POP services by completing our Client Intake

If you are a current client, please take a moment to complete our Client Survey.

Services

The Partner Opportunities Program provides customized services to best serve each client. The following services are offered to spouses and partners referred to the program by the department contact:

- Needs assessment
- Guidance in career search techniques
- Resume and cover letter development
- Networking assistance in local business, government and education communities
- Opportunities for informational interviews with UCSD employees and Recruiters for UCSD staff positions.
- Company/industry research
- Interview preparation and salary negotiation assistance
- In depth relocation resources related to housing and community information in San Diego

Referral to the Partner Opportunities Program

A department may refer the partner of a current or prospective ladder-rank faculty member. To request the services of the Partner Opportunities Program, complete the request form and submit via email, fax or intracampus mail. The form should be submitted with a signature or e-mail approval from the department chair.

You may choose to download this form in Word format by using the "doc" link or in Adobe Acrobat-online form by using the "pdfFillIn" link. doc | pdf

What clients say about the Partner Opportunities Program

From the spouse of a faculty member in UCSD's Division of Physical Sciences:

"I did not know much about the San Diego job market, and the coordinator guided my steps all the way. UCSD has a competitive edge compared to other universities where similar programs do not exist. This program played an important role in helping me to expand the network of potential
employers in San Diego and, at the same time, increased my confidence during the job search. I am grateful for the coordinator’s high-quality professionalism and support."

*From the spouse of a faculty member in UCSD's Division of Social Sciences:*

"I had a very positive initial impression of UCSD because of the Partner Opportunities Program. In fact, the Partner Opportunities Program enabled us to make a very rapid decision for my spouse to join the faculty at UCSD and enabled a remarkably smooth transition for us. Because my entire hiring process was facilitated by **connections made through this program**, I will always be grateful for your service."

**Disclaimer**

The Partner Opportunities Program provides information, assistance, and support for those seeking employment with the University of California, San Diego and San Diego area employers. However, the program does not provide job placement and does not guarantee employment for clients. In addition, UCSD and other employers will not be asked to create positions or hire those who are unqualified. Employers will not be asked to change hiring practices and will retain the right to make their own decisions. UCSD is not responsible for the employment practices of entities or individuals to whom referrals are made.
UCR: A World of Opportunity

UCR faculty members and their partners join a community dedicated to supporting pioneering research with economic, scientific, and social impact on the real-world challenges we face in California and beyond. UCR faculty members receive the support and resources they need to translate discoveries and fundamental knowledge into strategic, actionable solutions that can be shared with communities everywhere.

UCR welcomes faculty members and their partners to a diverse, inclusive, globally focused community that reflects California’s many cultures and perspectives. Educators and researchers who work at UCR are part of a university on the rise, powered by an entrepreneurial spirit, a record of innovation and results, and a commitment to excellence and collaboration across disciplines. Together they are creating a new model for what a great public research university can do in the world.

Additional Resources:

- University of California: www.universityofcalifornia.edu
- UCR Facts and Impacts: www.ucr.edu/about/facts.html
- UCR Family-Friendly Policies: academicpersonnel.ucr.edu/family
- Regional Housing: housing.ucr.edu/Housing/StaffFaculty.htm
- Riverside Chambers of Commerce: www.riverside-chamber.com
- City of Riverside: www.riversideca.gov
- Riverside School District: www.rsd.k12.ca.us
- Mortgage Origination Program (MOP): res.ucr.edu/mopinfo.html

The UCR Child Development Center provides year-round daycare for infants and children up to 5 years of age, including a preschool program designed to provide kindergarten readiness to children ages 3-5 years. For more information please call (951) 827-3654 or visit www.childrenservices.ucr.edu.

Location, Location, Location

UC Riverside, one of 10 University of California campuses, is located in the vibrant inland region of Southern California on the eastern edge of Riverside, a city of 285,000 that is steeped in historical heritage and offers a dynamic blend of entertainment, arts, recreation and quality living. The UCR Palm Desert Graduate Center is situated in the heart of the Coachella Valley, a hub of cultural and recreational activity approximately 60 miles east of Riverside. Both locations are served by major airports – LA/Ontario International Airport and Palm Springs International Airport – and by major freeways.

Office of Academic Personnel
University of California, Riverside
385 Surge Building
Riverside, CA 92521
(951) 827-3693
academicpersonnel.ucr.edu
UCR: A Welcoming Community

Dual career couples are the norm at universities, just as they are elsewhere, with an estimated 80% of faculty members having partners who are employed professionals. For many current and prospective faculty members and their partners, UC Riverside recognizes the importance of enabling them to explore exciting career opportunities within and beyond the campus community.

UCR Career Partners Program

Located in the heart of Inland Southern California, one of the fastest growing regions in the country, UCR is committed to assisting prospective faculty through the Career Partners Program (CPP). Under the direction of the Vice Provost for Academic Personnel and the Associate Vice Provost for Faculty Equity and Diversity, the CPP offers a range of services to partners and spouses of current and prospective faculty members seeking employment opportunities on and off campus.

The CPP can also provide referrals to the appropriate sources for information about child care, community activities and services, and housing. The Program offers help with academic positions, non-academic positions, and general career services. Spouses and declared domestic partners of current or prospective faculty are eligible for CPP services.

For more information go to: academicpersonnel.ucr.edu

Career Resources: Academic Positions

If a spouse or partner is seeking an academic position at UCR, the faculty member or his/her chair may contact the Associate Vice Provost for Faculty Equity and Diversity, Dr. Marlene Zuk, at (951) 827-3541 or vzpequity@ucr.edu. The AVP will then arrange to meet with the relevant Department Chairs and Deans to explore appropriate opportunities. Candidates may also request an appointment with the AVP to discuss (in confidence) spousal or other family-related issues during the campus interview or another campus visit.

The Inland Empire is home to many institutions of higher education, and spouses or partners may also find it useful to search for opportunities using the website of the Higher Education Recruitment Consortium (www.socalJERG.org), a clearinghouse for jobs at all levels in higher education across southern California. Postings that include lecturers, tenure-track appointments, and temporary positions are listed in an easily searched database. The AVP can provide assistance with use of this search mechanism.

Career Resources: Non-academic Positions

Several avenues of assistance are available for those seeking employment in the region. For staff positions at UCR and general career support, the Human Resources Department (www.humanresources.ucr.edu) provides customized career counseling services, including:

- Career search needs assessment
- Guidance in career search techniques
- Resume and cover letter development
- Networking assistance on the UCR campus, local business, government and education communities
- Interview preparation assistance

To request these services at Human Resources, contact Holly Evans, Recruitment Services Manager at (951) 827-3237 or holly.evans@ucr.edu.

"UCR staff understand the unique interests and needs of faculty and their families. Riverside is more than a great place to work...it's a great place to live."

—Jonathan L. Walton, UCR Assistant Professor, Religious Studies

The UCR Career Center (www.careers.ucr.edu) also offers services to spouses or partners of faculty, including:

- Access to Career Center job boards and other web-based resources with hundreds of job postings
- Access to Career Center Library resources including hard copy material and databases such as Career Search, Vault, Wetfeet Press, etc.
- Access to web-based mock interview technology
- Assistance with resume and cover letter preparation
- Individual appointments with Career Counselor for general assistance

To request the services of the CPP at the Career Center, contact Randall Williams, Career Center Director at (951) 827-6063 or rwilliams@ucr.edu to obtain a password and ID.

Assistance with referrals and general information about employment opportunities for faculty spouses/partners in the Inland Empire are also available through a liaison between the CPP and the Office of the Mayor of Riverside. The AVP for Faculty Equity and Diversity can provide further details about using this resource.