



Human Resources, Safety & Risk Management / Phone: 415-338-1872 / Fax: 415-338-0521

It is the practice of SF State to seek for its Administrators, Instructional Faculty and Support Staff, the best possible candidates through appropriate search procedures, appointments and promotions. To this end, 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 department, 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 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. (CSU Technical Letter HR 2004-18)***

For the purpose 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. ([CSU Technical Letter HR 2004-18](#))***



The Nepotism Compliance Agreement Form below must be completed by the respective department and approved by the Appropriate Dean/Administrator and the Associate Vice President, Human Resources, Safety and Risk Management.

*To be completed by the appointing authority:*

- 1) Will the employee/incumbent be assigned to a position that is under the supervision or control of an immediate family member who has or may have a direct effect on the individual's work, progress or performance?  
 **Yes** (Consult with Human Resources prior to completing the Nepotism Compliance plan below).  
 **No** (Sign and return to Human Resources)

**Nepotism Compliance Plan: (must be completed if 'Yes' is checked above)**

The following must be completed before an individual may be granted an exception, to work with or under the immediate supervision of an immediate family member.

Employee/Incumbent Name: \_\_\_\_\_ Classification/Working Title: \_\_\_\_\_

Employee/Incumbent Assigned Department: \_\_\_\_\_

Related To: \_\_\_\_\_ Relationship: \_\_\_\_\_

*I certify that there will be no conflict of interest including voting, making recommendations or in any way participating in decisions about any personnel matter which may directly or indirectly affect the selection, appointment, evaluation, retention, tenure, compensation, work hours, promotion, termination, other terms and conditions of employment for the above employee(s). I also 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.*

Plan to alleviate any pressures toward favoritism to be implemented:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand that the approving authority (appropriate administrator) shall be responsible for investigating concerns about conflicts of interest or favoritism. Consult with Human Resources in the event the head of the organization is an immediate family member.*

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Employee (please print): \_\_\_\_\_

Signature of Appropriate Dean/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Dean/Administrator (please print): \_\_\_\_\_

Approved:  **Yes**  **No**      Signature \_\_\_\_\_      Date: \_\_\_\_\_

AVP, HRS&RM