

**REQUEST FOR EMPLOYMENT OF
A NEAR RELATIVE IN THE SAME DEPARTMENT**
UNIVERSITY OF CALIFORNIA, SANTA BARBARA, HUMAN RESOURCES

Date:

To: Melinda Crawford
Employment Manager, Human Resources

From: Title:
Department:
Extension/Email/Mail Code:

I am providing the following information to request the employment of a job candidate who is the near relative of another employee in the same department. A near relative includes a spouse, domestic parent, parent, child, sibling, aunt/uncle, niece/nephew, first cousin, and in-laws or step-relatives in one of these relationships. Without this information, I understand my request cannot be reviewed.

Information regarding the Near Relative Candidate for Hire:

- ◆Name:
- ◆Proposed Appointment Dates--From: To:
- ◆Relationship to Employee:
- ◆Proposed Appointment Type:
- ◆Proposed Payroll Title Code:
- ◆Proposed Payroll Title Name:
- ◆Proposed Supervisor's Name:
- ◆Proposed Supervisor's Title:

Information regarding the Near Relative Employed in the Department:

- ◆Name:
- ◆Appointment Dates--From: To:
- ◆Relationship to Employee:
- ◆Appointment Type:
- ◆Payroll Title Code:
- ◆Title Name:
- ◆Supervisor's Name:
- ◆Supervisor's Title:

Please attach an organization chart and the job descriptions of both relatives and provide the answers to the following questions.

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1. Describe how the employment of the near relative in the same department is in the best interests of the University.
2. Does the proposed new hire have unique qualifications for this position to support the employment of a near relative request? If yes, list the unique qualifications.
3. Describe any recruitment efforts made to find other suitable candidates.
4. Will the proposed new hire:
 - a. Report directly to the other near relative?
 - b. Report to the same supervisor as the other near relative?
 - c. Work in the same location, or in close proximity to, the other near relative?
 - d. Work in a separate location?
5. Will either near relative have the ability to influence the salary, promotion, reclassification, performance evaluation, merits, and/or disciplinary actions of the other?
6. Will either near relative have the ability to approve expenditures made by or payments made to the other?
7. Will any other financial controls be compromised through potential joint actions?
8. What reasonable safeguards will be implemented to protect against conflicts of interest involving appointment of these near relatives in the same department?

Required Department & HR Signature Approvals:

Department/Unit Head	Date
Title, Department	

Associate Vice Chancellor	Date
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Melinda Crawford	Date
Employment Manager, Human Resources	

Garry Mac Pherson	Date
Vice Chancellor, Administrative Services	

Approved _____ Not Approved _____

Policy: [UC PPSM 21.III.F](https://policy.ucop.edu/doc/4010394/PPSM-21) (<https://policy.ucop.edu/doc/4010394/PPSM-21>)

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