

**CHAPTER 7: HUMAN RESOURCES
ADMINISTRATIVE PROCEDURE NO.: 7310**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Nepotism

Adoption Date: June 14, 1993

Revision Date: December 7, 1993; August 26, 2014; February 28, 2018

Responsible Area: Associate Vice President, Human Resources

Responsible Office: Human Resources

Policy Reference: Board Policy 7310; Government Code Sections 1090 et seq. and 12940 et seq.

This procedure applies to all employees of the District, including student employees.

Members of an immediate family may hold positions in the District. For purposes of this procedure, immediate family means those relatives or step-relatives bearing the following relationships to the employee or the employee's spouse: spouse, domestic partner, parents, grandparents, siblings, children, grandchildren, children for which the employee or spouse is a legal guardian, foster child, foster parent, uncles, aunts, nieces, nephews and in-laws or any other relative living in the employee's home.

Members of an immediate family shall not be assigned to a regular position within the same department, division, or site, which has an immediate family member as a supervisor or administrator who is in a position to recommend or influence personnel decisions with respect to the relative. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion or compensation.

Employees and Board members are prohibited from making or influencing personnel decisions about an employee who is in his/her immediate family, as defined in this procedure.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale or creating other potential conflicts of interest.

Employees have the responsibility to immediately disclose in writing that a conflict of interest may exist to the dean, director, department head or other relevant administrator prior to making any employment decisions. Failure of the employee to notify the District may lead to disciplinary action.

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It is recognized that current assignments may exist in conflict with this procedure. Where such may occur, the Superintendent/President or designee will be responsible for determining the appropriateness of the assignment. The District retains the right to reassign or transfer employees where such assignments have the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Should it be determined a reassignment is necessary to comply with the intent of this procedure, the Superintendent/President may make such reassignment without financial penalty to those involved.

Each applicant must complete a section on the electronic or written application listing their relationship to any current employee in the District. Additionally, a newly hired employee must complete and sign a "Conflict of Interest" form upon hire. This form is retained in the employee's personnel file.