

## 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,<sup>1</sup> 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<sup>2</sup> 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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<sup>1</sup> Relatives of registered domestic partners shall be treated as relatives of spouses.

<sup>2</sup> 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.<sup>3</sup>

Reference: CSU Nepotism Policy HR 2004-18  
<http://calstate.edu/HRAdm/pdf2004/HR2004-18.pdf>

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Approved by the Academic Senate  
 Approved by the President  
 Amended  
 Approved by the President

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<sup>3</sup> These requirements can be found in the *State Administrative Manual (SAM, Chapter 8080)*.