**REQUEST FOR EMPLOYMENT OF**

**A NEAR RELATIVE IN THE SAME DEPARTMENT**

*UNIVERSITY OF CALIFORNIA, SANTA BARBARA, HUMAN RESOURCES*

**Date**:

**To:** Melinda Crawford

 Director of Talent Acquisition/Training & Development, Human Resources

**From:** Requesting Dept/Unit Head Lived Name:

 Title:

 Department:

 Extension and Email:

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. Without this information, I understand my request cannot be reviewed. (The continued employment of near relatives in the same department without appropriate approval is a violation of University policy.)

**Information regarding the Near Relative Candidate for Hire:**

Candidate’s Lived Name:

Department:

Proposed Appointment Dates: From:       To:

Relationship to Employee:

Position Number:

Employee Class:

Job Code:

Job Title Name:

Supervisor’s Lived Name:

Supervisor’s Title:

**Information regarding the Near Relative Employed in the Department:**

Employee’s Lived Name:

Department:

Appointment Dates: From:       To:

Relationship to Candidate:

Position Number:

Employee Class:

Job Code:

Job Title Name:

Supervisor’s Lived Name:

Supervisor’s Title:

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

1. Describe how the employment of the near relative in the same department is in the best interests of the University,

1. 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.

1. Describe any recruitment efforts made to find other suitable candidates.

1. Will the proposed new hire:
2. Report directly to the other near relative?
3. Report to the same supervisor as the other near relative?
4. Work in the same location, or in close proximity to, the other near relative?
5. Work in a separate location?
6. Will either near relative have the ability to influence the salary, promotion, reclassification, performance evaluation, merits, and/or disciplinary actions of the other?

1. Will either near relative have the ability to approve expenditures made by or payments made to the other?

1. 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

Melinda Crawford Date

Manager, Talent Acquisition/Training & Development, Human Resources

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>)

**Retention:** Records must be maintained in accordance with the [University of California Records Retention Schedule](https://recordsretention.ucop.edu/) ([https://recordsretention.ucop.edu/).](https://recordsretention.ucop.edu/)