**REQUEST FOR RETENTION OF**

**NEAR RELATIVES 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 retention of employees who have or plan to become near relatives and who work 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 Employee seeking to remain in the department:**

Candidate’s Lived Name:

Proposed Appointment Dates: From:       To:

Relationship to Employee:

Department:

Position Number:

Employee Class:

Job Code:

Job Title Name:

Supervisor’s Lived Name:

Supervisor’s Title:

**Information regarding the other Near Relative Employee seeking to remain in the department:**

Employee’s Lived Name:

Appointment Dates: From:       To:

Relationship to Employee:

Department:

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 retention of both near relatives in the same department is in the best interests of the University.

1. Do the near relative employees each have unique qualifications for their positions to support this retention request? If yes, list the unique qualifications.

1. Describe the impacts to the department if one of the near relative employees could not remain in the department.

1. Will the near relative employees work in the:

Same location       or Close proximity       or Separate locations

1. To whom will the near relative employees report:

One to the other?      To the same supervisor?       To different supervisors?

1. 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?

1. What reasonable safeguards will be implemented to protect against conflicts of interest involving retention of these near relatives in the same department?

**Required Department & HR Signature Approvals:**

Department/Unit Head Date

Title, Department

Associate Vice Chancellor Date

Melinda Crawford Date

Director of Talent Acquisition/Training & Development, 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>)

**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/)