

EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS

These written procedures are to be completed when an employee is assigned to a position under the supervision or control of an immediate family member or when immediate family members report to the same supervisor (includes faculty member or members reporting to department chair or school director). Fill in all that apply:

All personnel decisions including appointment, evaluation, retention, tenure, compensation, promotion, termination, or other employment status or interest for \_\_\_\_\_ (employee) will be reviewed by \_\_\_\_\_ (head of unit; e.g., dean or associate dean, divisional supervisor, etc.).

\_\_\_\_\_ shall not initiate or participate in any institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) for \_\_\_\_\_, nor shall participate in discussions or votes designed to rank other employees in relationship to \_\_\_\_\_ for the purpose of such decisions.

Special considerations to alleviate any pressures toward favoritism to be taken (if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures \_\_\_\_\_

Date \_\_\_\_\_

(Employee) \_\_\_\_\_

(Supervisor) \_\_\_\_\_

(Dean or Manager) \_\_\_\_\_

File copies in department, college or division, and Center for Human Resources

Note: University employees who also hold positions in the San Diego State Research Foundation should consult the SDSURF Office of Human Resources and Risk Management for their policies on the employment of relatives.