



Background: In accordance with Revised CSU Nepotism Policy, Code: HR 2004-18, dated June 28, 2004, "No CSU employee shall vote, make recommendations or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member as defined below."

An "immediate family member" is defined as a close relative including: parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin, spouse, registered domestic partner, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece, and by guardianship and/or adoption or a person residing in the immediate household except live-in household employees or roomers." In the spirit of this definition, CSUMB also includes same sex or opposite sex "life partners". Relatives of domestic partners (or life partners) shall be treated as relatives of spouses.

A situation has been identified in which an "immediate family member" has been either:
 (Check one and complete information. **Please print.**)

_____ **Situation #1:** 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.

Employee's Name & Job Title: _____

Supervisor's Name & Job Title: _____

Relationship: _____

Name of Organizational Unit: _____

_____ **Situation #2:** Assigned to work for the same immediate supervisor as another immediate family member.

1st Employee's Name & Job Title: _____

2nd Employee's Name & Job Title: _____

Relationship: _____

Supervisor's Name & Job Title: _____

Name of Organizational Unit: _____

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AGREEMENT

Employee(s) and Supervisor:

In compliance with CSU policy and CSUMB implementation procedures, this is to certify that I have read the Revised CSU Nepotism Policy, #HR 2004-18, and agree 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.

If the employment relationship is supervisory, the head of the organizational unit will review and approve all personnel related decisions and financial transactions involving the family member.

In those cases where related employees are working for the same immediate supervisor, steps will be taken to alleviate any pressures toward favoritism that could occur as a result of supervising members of the same immediate family.

Signature & Date:

Signature & Date:

Supervisor's Signature & Date (if different):

Head of Organizational Unit:

As the head of the organizational unit, I recognize that this employment relationship requires the special written provisions provided here and consistent oversight to ensure that decisions related to personnel matters are not based on the relationship of an immediate family member. I have discussed the responsibilities relating to compliance with this policy with the employees involved. As the head of the organization unit, I recognize that I am responsible for coordinating with University Personnel to investigate concerns about conflicts of interest or favoritism involving members of the same immediate family.

Signature & Date:

Position Title:

Vice President or Cabinet-level Approval:

I have reviewed and approved this agreement.

Signature & Date:

Position Title:
