

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.