The University of California has policies and procedures for the employment of near relatives.

The policy-covered employees, details are found in Section III F “Employment of Near Relative” in PPSM-21 Selection and Appointment:

The employment of near relatives in the same department may only be permitted when such concurrent employment serves the best interests of the University. To avoid a conflict of interest, an employee may not participate in the process of reviewing or decision-making on any matter concerning the appointment, promotion, salary, retention, termination, or other management decisions or personnel related decisions regarding a near relative.

For purposes of this policy, a near relative is defined in Section II as follows:

An employee’s relationship by blood, adoption, marriage, or domestic partnership including: spouse; domestic partner; parent; child; sibling; aunt/uncle; niece/nephew; first cousin and in-laws or step-relatives in one of these relationships, including relatives of an employee’s domestic partner in one of the relationships listed above; or other persons for whom the employee is legally responsible.

Exclusively represented employees are subject to the terms and conditions of their respective collective bargaining agreements.

UCI’s procedures for implementation are found in Section G “Near Relative Appointment” in Procedure 21: Appointments:

1. Usually a candidate is disqualified by reason of near relationship to an employee already in the department. However, if such a near relationship exists, special approval is required prior to an employment offer. To obtain approval to make a job offer to a near relative, the hiring authority submits to the department head a written request, or “Memorandum for the Record,” with an explanation of the near-relative relationship. The request should document the following:

   a. No reporting relationship exists, nor does either party have the ability to influence the performance evaluation of the other;

   b. Neither party has the ability to approve expenditures or payments that would yield undetected personal gain on behalf of the other, nor is financial control compromised through potential joint actions of this kind;
c. The reporting relationships of either individual or both, functioning as a couple, do not generate any significant, foreseeable conflicts of interest.

2. A "Memorandum for the Record" (if the situation is as described in G.1) will also be submitted when current employees become near relatives.

UC Irvine's Delegation of Authority IDA344 Employment of Near Relatives delegates approval for Vice Chancellors to approve the appointment of near relatives in the same department when all the relatives are staff personnel. It also notes that this authority may not be re-delegated further. Therefore, within the Division of Finance and Administration, approval by the CFO/Vice-Chancellor is required when near relatives would have:

- A direct or indirect supervisory relationship with each other;
- The same immediate supervisor; or
- When two employees become near relatives and any of the work situations listed above apply.

The DFA process requires a written request prior to hiring near relatives of an employee from the direct supervisor with endorsement from the pertinent DFA Cabinet Member, followed by the written approval from the CFO/Vice-Chancellor. This procedure is required for all types of hiring including contract, temporary and career positions.

The process in DFA is as follows:
1. The hiring manager sends a memo to the Assistant Vice Chancellor of DFA Support Services to request consideration of request to hire a near relative. The memo shall include a justification indicating why this individual is the most qualified candidate for the position.

2. The Assistant Vice Chancellor of DFA Support Services will review the request and seek additional details from the requestor to ensure the justification supports the request and if there are any additional operational actions recommended to retain appropriate objectivity between the near relatives, should it be approved.

3. If the Assistant Vice Chancellor of DFA Support Services supports the request, she/he will forward the hiring manager’s request memo with an email to the CFO/Vice Chancellor requesting approval. This will be in the form of the “Memorandum for the Record” as described in Procedure 21, Section 2, as described above. The Vice Chancellor’s approval signature on this memo is required before the appointment can be finalized. In addition, the memorandum may include specific operational actions required to obtain appropriate objectivity.

Please share this information with the appropriate members of your team.

APPROVED:

Ronald S. Cortez, JD, MA
Chief Financial Officer
Vice Chancellor, Division of Finance and Administration

Attachment: Policy 1025 UCI PD Nepotism and Conflicting Relationships

cc: Venee Raduziner, Sr. HR Business Partner, DFA Support Services