

Nepotism

Reference: Government Code Sections 1090 et seq; 12920 et seq.

Should an immediate family relationship exist between an applicant for employment and, current employee of the District, the following procedures will be followed:

- a. The related employee shall not participate in the hiring process. Should the position being applied for normally require such participation, the employee will be disqualified from participation.
- b. If the related applicant is recommended for employment, a written statement verifying that policy and procedure No. 7310, "Nepotism," were adhered to will be signed by the Director of Human Resources and the hiring supervisor. This written statement shall be appended to the personnel file of the new employee.

Should an immediate family relationship which violates this policy come into existence through marriage, the Superintendent/President, or designee, will assign an alternate supervisor to perform supervisory duties or reassign the employee.

In the event an immediate family relationship which violates this policy exists between an employee and the Superintendent/President, the Vice President for Human Resources will assign an alternate supervisor to perform supervisory duties or reassign the employee.

It is recognized that current assignments may exist in conflict with this procedure and the corresponding policy. Where a supervisory relationship between immediate family members exists, the Vice President for Human Resources will assign an alternate supervisor to perform supervisory duties or reassign the employee.