

**UC Davis Academic Personnel Manual**  
**Recruitment**  
**UCD 520, Employment of Near Relatives**  
**Date:** March 28, 2018  
**Supersedes:** June 6, 2013  
**Responsible Department:** Academic Affairs  
**Source Document:** UCD APM 520

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## **I. Purpose**

This section presents supplemental information to APM 520 and [PPM 380-13, Near Relatives and Consensual Relationships](#) of the Policy and Procedure Manual on the employment of near relatives hired in an Academic title series (including all Academic Senate, Federation, and represented titles). (See section IV.E. regarding the hiring of staff near relatives.)

## **II. Definition**

A “near relative” of a university employee is any one of the following:

- A. a spouse, parent, domestic partner, child, sibling, aunt/uncle, or niece/nephew;
- B. an in-law or step-relative, including a relative of a domestic partner in one of the relationships listed above; or
- C. any other person residing in the same household.

## **III. Policy**

- A. The hire of a near relative of a current employee is permitted when it is in the best interest of the University. Approval is required prior to employment if the near relatives are to be employed in the same department/program/unit and would have:
  - 1. a direct or indirect supervisory relationship;
  - 2. the same immediate supervisor; or
  - 3. a close working relationship.
- B. Approval is also required when the familial or work relationship of two current employees changes so that the employees become near relatives in the same department/program/unit whose work relationship meets any of the criteria above (III. A.). The employees shall both inform their department head as soon as possible after the change.

## **IV. Procedures and Approval Process**

- A. When two near relatives are employees in the same department/program/unit and at least one is in an academic title, the employees will complete a “Near Relatives Identification and Approval Form”. This form provides the two employees with the instructions necessary to outline and manage their relationship at work. This form requires acknowledgement by the two

employees, approval by the department/unit chair/head and final approval by the Dean/Vice Chancellor.

- A. Complete the [Near Relatives Identification and Approval Form](#). Use MyInfoVault to upload and route the completed form (<https://myinfovault.ucdavis.edu/>). The final approved form shall be filed in the official personnel file in Academic Affairs, with a copy provided to Central Human Resources, if one of the employees is a staff member.
- B. Managing the near relatives' relationships at work
  1. Each near relative shall recuse him/herself from voting on any action pertaining to his/her near relative.
  2. No near relative shall participate in the review or decision-making on any matter concerning appointment, promotion, tenure, evaluation of performance, salary, retention, discipline, or termination of a near relative in the same or a different department.
  3. If the working relationship would normally require one near relative to supervise the other, an unrelated and qualified third party shall be identified as supervisor to avoid a perception of a conflict of interest. The Department Chair/head will develop written procedures for third party to review performance, and these procedures will be included with the "[Near Relatives Identification and Approval Form](#)". The third-party supervisor will also sign the form.
- C. The Chair/head forwards the document to the Dean/Vice Chancellor for approval.

If the Near Relative relationship involves an administrator (Chair/Dean), the form must be reviewed and approved at the next higher level. In this case, route the form outside of Forms Online through email, as a higher level may be required to serve as a third party supervisor or approver.

- D. The Dean/Vice Chancellor will provide a copy of the completed, approved form to [Academic Affairs](#) (and to [Human Resources](#) if one of the employees is a staff employee). Note: For staff employees who are near relatives, Human Resources may also require completion of additional forms, per Human Resources policy.
- E. Special circumstances:

There are situations where a department chair or other academic leader, e.g., dean, has a near relative in the same department or in a larger unit with, with a reporting line that goes to or through the academic leader for personnel decisions. For these cases, the third party supervisor shall be a level higher or an alternate leader, e.g., vice chair, former chair, associate dean, etc.

## V. References and Related Policies

UCD Policy and Procedure Manual:

- A. [PPM 380-13, Near Relatives and Consensual Relationships](#)
- B. [Near Relatives Identification and Approval Form](#)