



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 04/19/01
Ratified: 03/01/2012

ADMINISTRATIVE MANUAL

NEPOTISM/HIRING OF FAMILY MEMBERS

POLICY 111

- 1.0 PURPOSE:
To provide safeguards and procedures in regards to nepotism within A.S.I.
- 2.0 REFERENCES:
None
- 3.0 POLICY:
This policy is enacted to prohibit employment decisions based upon nepotism. Family members (immediate relatives and domestic partners) may not be supervised nor may they be hired to work in an office, department or division where another family member has administrative/operational control. A.S.I. does not allow supervisors to hire each other's dependents to avoid the conflicts of nepotism. Only in special situations, where employment is of a temporary or one-time nature and efforts to recruit others have not been successful, may an exception to this policy be considered.
- 4.0 DEFINITIONS:
- 4.1 Nepotism -- Favoritism shown on the basis of family relationship (traditional or alternative).
 - 4.2 Family Members/Relationship
 - 4.2.1 Immediate relatives such as spouse, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, and relatives of direct lineage including nieces, nephews, aunts and uncles.
 - 4.2.2 Domestic Partners -- Any couple of legal age in a committed relationship, financially intertwined, sharing living quarters with no other domestic partners.
 - 4.2.3 Temporary or one-time nature -- Project work of limited duration [usually less than two (2) weeks] where there was limited opportunity for preplanning.
- 5.0 PROCEDURES:
- 5.1 The A.S.I. Administrative Office shall review applications for positions to determine if a family relationship exists between supervisor of an office and an individual applying for or being hired for a position.
 - 5.2 If a family relationship exists as defined above, the A.S.I. Administrative Office shall remind/explain to the supervisor the policy on nepotism and indicate that the employee cannot be considered or hired for the position.



- 5.3 If a relative/domestic partner has been hired into a position that violates this policy, the relative/domestic partner must be terminated immediately and an investigation as to why the supervisor did not disclose the relationship shall occur. If the investigation discloses that the supervisor was aware and did not notify the A.S.I. Administrative Office, disciplinary action will be recommended.
- 5.4 If several supervisors have agreed to hire each other's relatives/domestic partners as a way of circumventing the policy, that is a violation of both the Equity and Diversity Policy (103) and this Nepotism policy and disciplinary action will be recommended.

