

**TO BE COMPLETED BY APPROPRIATE ADMINISTRATOR**

<b>Employee Name:</b>	<b>Employee ID:</b>
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**Indicate the employee's, SSU employed, immediate family member and their relationship:**

<b>Employee Name:</b>	<b>Relationship:</b>
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<b>Employee Name:</b>	<b>Relationship:</b>
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<b>Employee Name:</b>	<b>Relationship:</b>
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**SSU Employment Relationship Plan Guidelines:**

Document known relationships in the workplace: As the leader of an area where personal/familial relationships exist. I have documented their existence and agree to be mindful, objective and fair in all matters that may directly affect selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member.

Foster professionalism: At its very core, nepotism and favoritism of any type are unprofessional. As the leader in an area where known relationships exist, I will strive to create a professional environment which encourages fairness/equality and actively discourages nepotism, favoritism, and any type of unfair behavior.

Offer training: Educating and informing employees is also an effective way to help avoid perceived nepotism, favoritism and other unprofessional behavior in the workplace. Offering training on what nepotism and favoritism is, why it's detrimental, and what employees should do if they observe or experience it in the workplace is key, especially when known relationships exist.

Facilitate communication: Along the same lines as training, I will actively communicate with employees so they know there's an open avenue for reporting nepotism, favoritism and/or any type of unprofessional behavior confidentially. I understand that unchecked nepotism/favoritism is harmful and that employees will not risk reporting it if they're unsure how to do so or if they fear it will negatively affect them.

Engage: If I discover that nepotism or favoritism are taking place, I will immediately engage and work to ensure it stops. If someone comes forward with a complaint or accusation, I will immediately work with Human Resources or Faculty Affairs to address the matter quickly and with resolve.

**Management Plan:** *(please attach additional pages as needed.)*

- (i) Address reporting relationships, supervision, and evaluation in a way that will assure that there will be no participation in employment decisions as prohibited by policy and
- (ii) Establish a review and approval process for expenditures to sufficiently mitigate or preclude favoritism or the appearance of favoritism.

<b>Appropriate Administrator Signature:</b>	<b>Date:</b>
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**TO BE COMPLETED BY EMPLOYEE**

By signing below I understand I must disclose any immediate family relationships I have with any current or new SSU employees. I agree not to vote, make recommendations or participate in any way with matters, that may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member. I understand, agree, and will comply with the Management Plan.

<b>Employee Signature:</b>	<b>Date:</b>
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**TO BE COMPLETED BY FACULTY AFFAIRS**

*cc: Personnel Action File*

<b>AVP Faculty Affairs Signature:</b>	<b>Date:</b>
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**INFORMATION ABOUT THE USE OF THIS FORM**

Neither California State University system nor Sonoma State University prohibit simultaneous employment of relatives as long as the relatives report their relationship(s) and comply with the CSU/SSU Nepotism Policy which can be found <http://www.calstate.edu/HRAdm/pdf2004/HR2004-18.pdf>

To ensure compliance, new employees and existing employees with new relationships must disclose them and agree not to vote, make recommendations or participate in any way with matters, that may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member.

Managers must document a plan to add to each employees' personnel file where a direct (*employee and his/her relative are direct reports*) or indirect (*related employees report to the same supervisor*) relationship exists.

Management plans must:

- (i) Address reporting relationships, supervision, and evaluation in a way that will assure that there will be no participation in employment decisions as prohibited by policy and
- (ii) Establish a review and approval process for expenditures to sufficiently mitigate or preclude favoritism or the appearance of favoritism.

To ensure continuity and appropriateness, plans should be reviewed at least every three years or whenever there is a germane change in reporting relationships.

A form shall be filled out for each party of the relationship and added to each employee's file.

**EXPLANATION OF TERMS**

<b>Immediate Family Member</b>	For the purposes of this policy, "immediate family member" is defined as a close relative including: parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin, spouse, registered domestic partner, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, and by guardianship and/or adoption or a person residing in the immediate household except live-in household employees or roommates. Relatives of domestic partners shall be treated as relatives of spouses.
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**COMPLETE FIELDS AS FOLLOWS**

<b>Employee Name</b>	Employee name as it appears in PeopleSoft or on the employee's Social Security Card.
<b>Employee ID</b>	Employee's PeopleSoft identification number.
<b>Employee Name</b>	Employee that has an immediate familial relationship with the above employee. Name should be as it appears in PeopleSoft or on employee's Social Security Card.
<b>Relationship</b>	Immediate familial relationship with original employee. (see above for definition)
<b>Employee Name</b>	Additional employee that has an immediate familial relationship with the above employee. Name should be as it appears in PeopleSoft or on employee's Social Security Card.
<b>Relationship</b>	Immediate familial relationship with original employee. (see above for definition)
<b>Employee Name</b>	Additional employee that has an immediate familial relationship with the above employee. Name should be as it appears in PeopleSoft or on employee's Social Security Card.
<b>Relationship</b>	Immediate familial relationship with original employee. (see above for definition)
<b>Management Plan</b>	As stated above: Managers must document a plan to add to each employees' personnel file where a direct ( <i>employee and his/her relative are direct reports</i> ) or indirect ( <i>related employees report to the same supervisor</i> ) relationship exists. This must be reviewed or updated every 3 years or when the relationship(s) changes.
<b>Appropriate Administrator Signature</b>	Signature of the Appropriate Administrator to the original employee
<b>Employee Signature</b>	Signature of the original employee named at the top of this form.

**QUESTIONS/CONTACT**

If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)