

**CSU Board Of Trustees
REGULATIONS
SECTION: II. Employees
Subsection A. General
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Appointment Procedures.

appropriate qualifications. When an employee's relative (blood or marital) is being considered for an open position, it is important that the hiring manager consider potential employment relationship issues in addition to job qualifications. Here are some things to consider:

- What is the reporting relationship between the current employee and the open position(s) for which the relative has applied?
- What is the relationship of the applicant to the employee?
- Is favoritism being shown?

To avoid potential conflict, the University employee should not be involved in decisions regarding a relative's hiring, salary, performance evaluation, and promotional opportunities. Rather, those decisions should be made by other members of management.

Managers and supervisors may not be involved in close personal relationships with another employee if they are able to influence or make decisions regarding his or her hiring, salary, performance evaluation, advancement opportunities or any other conditions of his or her employment. Please note that this goes beyond simply refraining from relationships with employees directly in the manager's chain of command.

If you find yourself in this situation, consult with HR for advice.

Handling decisions like these appropriately promotes a professional work environment and complies with University policies.