A blue text on a black background

Description automatically generatedEmployment of a Near Relative

Approval Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ORGANIZATIONAL UNIT – SUBMISSION OF REQUEST** | | | | | | | | | | | | | |
| This form is to be used when seeking approval for the employment of a near relative or when existing employees become near relatives. Near relatives in the same department may only be permitted when such concurrent employment serves the best interests of the university. For more information regarding near relatives, please refer to [UCR Local Procedure 21: Selection and Appointment](https://hr.ucr.edu/document/local-procedure-21-selection-and-appointment). | | | | | | | | | | | | | |
| Will there be a direct or indirect supervisory relationship? | | | | | | | | | | | | | Yes  No |
| Will the individuals share the same immediate supervisor? | | | | | | | | | | | | | Yes  No |
| ***If you answered “no” to the above questions, you are NOT required to complete this form.***  ***If you answered “yes” to one or both of the above questions, please proceed completing this form.*** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Is the employment of a near relative the result of (select one): | | | | | | | | | | | | | |
|  | | Potential New Hire Indicate the recruitment number: Click here to enter text. | | | | | | | | | | | |
|  | | Current employees who have become near relatives | | | | | | | | | | | |
| Organizational Unit | | | | | | | Department | | | | | | |
| Click here to enter text. | | | | | | | Click here to enter text. | | | | | | |
| Information Regarding the Near Relatives | | | | | | | | | | | | | |
| Indicate the type of relationship (e.g., spouse, parent, child, etc.): Click here to enter text. | | | | | | | | | | | | | |
| Near Relative 1 | | | | | | | Near Relative 2 | | | | | | |
| Name | | | | | | | Name | | | | | | |
| Click here to enter text. | | | | | | | Click here to enter text. | | | | | | |
| Employee ID number (If applicable) | | | | | | | Employee ID number (If applicable) | | | | | | |
| Click here to enter text. | | | | | | | Click here to enter text. | | | | | | |
| **Appointment Dates (From and To)**  Click here to enter text. | | | | | | | **Appointment Dates (From and To)**  Click here to enter text. | | | | | | |
| **Appointment Type**  Click here to enter text. | | | | | | | **Appointment Type**  Click here to enter text. | | | | | | |
| Payroll Title Code  Click here to enter text. | | | | | | | Payroll Title Code  Click here to enter text. | | | | | | |
| Payroll Title Name  Click here to enter text. | | | | | | | Payroll Title Name  Click here to enter text. | | | | | | |
| Supervisor’s Name  Click here to enter text. | | | | | | | Supervisor’s Name  Click here to enter text. | | | | | | |
| Supervisor’s Title  Click here to enter text. | | | | | | | Supervisor’s Title  Click here to enter text. | | | | | | |
| Answer the Following Questions | | | | | | | | | | | | | |
| 1. Describe how the employment of the near relative in the same department is in the best interest of the university. Click here to enter text. | | | | | | | | | | | | | |
| 2. Will either near relative have the ability to influence the salary, promotion, reclassification, performance evaluation, merits, and/or disciplinary actions of the other?  Click here to enter text. | | | | | | | | | | | | | |
| 3. Will either near relative have the ability to approve expenditures made by or payments made to the other?  Click here to enter text. | | | | | | | | | | | | | |
| 4. Will any other financial controls be compromised through potential joint actions?  Click here to enter text. | | | | | | | | | | | | | |
| 5. What reasonable safeguards will be implemented to protect against conflicts of interest involving appointment of these near relatives in the same department?  Click here to enter text. | | | | | | | | | | | | | |
| Please include a copy organizational chart indicating the near relative reporting structure. | | | | | | | | | | | | | |
| **REVIEW AND APPROVAL** | | | | | | | | | | | | | |
| Administrative Officer/HRBP | | | | | | | | | | | | | |
| Signature of Administrative Officer/HRBP | | | | | Name | | | | | | Date | | |
| Click here to enter text. | | | | | Click here to enter text. | | | | | | Click here to enter a date. | | |
| Associate Vice Chancellor/Department Head | | | | | | | | | | | | | |
| Receipt Date: | | | Request Approved | | | | | | Request Denied | | | | |
| Include reason for approval or denial: Click here to enter text. | | | | | | | | | | | | | |
| Signature of Associate Vice Chancellor | | | | Name | | | | | | Date | | | |
| Click here to enter text. | | | | Click here to enter text. | | | | | | Click here to enter a date. | | | |
| Chancellor or Designee (e.g., EVC & Provost, Vice Provosts, Vice Chancellors, Deans)\* | | | | | | | | | | | | |
| Request Approved | | | | | | | Request Denied | | | | | |
| Include reason for approval or denial: Click here to enter text. | | | | | | | | | | | | |
| Signature of Chancellor or Designee | | | | | Name | | | | | | Date | |
| Click here to enter text. | | | | | Click here to enter text. | | | | | | Click here to enter a date. | |

\*The only exception to this authority is in regard to appointments involving the designee’s own relatives, which will require the Chancellor’s approval.

**Note:**

* If the employment of a near relative is a result of an open recruitment, please attach this form to the recruitment and include a copy of this form in each employee’s personnel file.
* If the employment of a near relative is a result of current employees becoming near relatives, please include a copy of this form in each employee’s personnel file.