

NEAR RELATIVES IDENTIFICATION AND APPROVAL FORM

A. EMPLOYEE 1: ACADEMIC EMPLOYEE

NAME (LAST, FIRST, MIDDLE)

EMPLOYEE ID NUMBER

DATE PREPARED

TITLE

SCHOOL/UNIT

DEPARTMENT

B. EMPLOYEE 2: NEAR RELATIVE - MAY BE ACADEMIC OR STAFF

NAME (LAST, FIRST, MIDDLE)

TITLE

ACADEMIC OR STAFF

SCHOOL/UNIT

DEPARTMENT

C. WORKING RELATIONSHIP

Describe type of working relationship, e.g., supervisory, colleagues, peers, etc. (225 character limit; provide attachment if needed)

D. DATE WHEN NEAR-RELATIVE RELATIONSHIP BEGAN

Could be a date prior to starting at UC Merced or one that began since working at UC Merced

Date

E. AGREEMENT (check all that apply)

Both employees agree not to participate in the process of 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.

Both employees agree to recuse themselves from voting on each other's actions if departmental and/or campus voting procedures would usually warrant a vote.

Because the working relationship would usually require one near-relative employee to supervise the other, an unrelated and qualified third party (named in Section F) has been identified as supervisor to avoid a perception of a conflict of interest. (The department chair, named below, has developed written procedures for third party review of performance.)

F. IDENTIFY THE THIRD-PARTY APPOINTEE WHO WILL SUPERVISE A NEAR RELATIVE

NAME (LAST, FIRST, MIDDLE)

TITLE

WORKING TITLE

SCHOOL/UNIT

DEPARTMENT

DATE SUPERVISION INITIATED

NAME OF EMPLOYEE SUPERVISED BY THE THIRD-PARTY

G. ADDITIONAL PROCEDURES FOR MANAGING THIS RELATIONSHIP HAVE BEEN CREATED AND APPROVED BY THE DEPARTMENT CHAIR/HEAD (225 character limit; provide attachment or include summary here, as appropriate)

H. SIGNATURES AND APPROVALS

EMPLOYEE 1

DATE

EMPLOYEE 2

DATE

THIRD PARTY SUPERVISOR

DATE

DEPARTMENT CHAIR/UNIT HEAD NAME

DEAN/VICE CHANCELLOR NAME

DEPARTMENT CHAIR/UNIT HEAD SIGNATURE

DATE

DEAN/VICE CHANCELLOR SIGNATURE

DATE