



Reference: *Government Code Section 1090 et seq. and 12940 et seq.*

Any act of an employee to use the authority, discretionary power, or influence of his/her position to obtain or secure the employment or promotion of relatives or domestic partners as defined by Family Code Sections 297 et seq. is prohibited. This procedure shall apply to all employees including full time, part time, temporary and student workers, and members of the Board of Trustees. When completing the employment application form, applicants are required to disclose if they have a relative or domestic partner currently employed within the District.

Relative means spouse, domestic partner, parents, grandparents, siblings, children, stepchildren, grandchildren, and in-laws, or any other relative living in the employee's home.

Prohibited acts shall include, but not necessarily be limited to, activity in the following processes:

1. Preparing reference forms, appraisals of recommendation for promotions, letters of reference, performance evaluations, or any other evaluation process related to the employment, retention, or promotion of relatives or domestic partners.
2. Preparing employment criteria or competitive examination materials, or participating directly or indirectly in the screening or interviewing of candidates for employment or promotion for positions in which candidates who are relatives or domestic partners are competing.
3. Participating in the appointment, transfer, or job placement decisions related to the assignment of employees who are relatives or domestic partners.

The provisions of this procedure shall not be interpreted in such a manner as to deny qualified persons the right to application, examination, and consideration for employment under competitive conditions based on merit and fitness for a position within the District.

A relative or domestic partner of an employee shall not be assigned if any of the following conditions exist:

1. One of the persons would have authority, discretionary power, or influence regarding the working conditions, work assignments, discipline, retention, promotion, or change of status of the other person.
2. Both persons would be employed under the same immediate supervisor.

Board approved: 5/20/03

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