

University of California, Irvine
Request for Approval to Hire a Near Relative

Instructions: Please complete this form by providing requested information in the appropriate spaces. Academic placements may not have information for every field listed on this form.

Prepared By:

Date:

Recruitment Information:	
Position in consideration:	Department:
Recruitment job number:	Title Code:
Is the position represented?	If yes, list union:
Date the position was posted:	Date the position closed:
Was an offer of employment made for this position?	
Were there any prior employment offers for this position?	

Applicant Information:			
Name:			
Is the applicant a UC Irvine Employee?			
If yes, which department:			Title Code:
Is the applicant currently working as a vendor employee?			
When did the applicant apply for the position?			
Applicant's relationship to near relative:			
Does the applicant have other relatives employed at UCI?			
If yes:	Name:	Relationship:	Department:
	Name:	Relationship:	Department:
	Name:	Relationship:	Department:

Near Relative Information:			
Name:		Title:	Title Code:
Department:			Work Unit:
Is the position represented?			If yes, list union:
Does the near relative have other relatives employed at UCI?			
If yes:	Name:	Relationship:	Department:
	Name:	Relationship:	Department:
	Name:	Relationship:	Department:

Department Information:
Please explain any financial or personnel responsibilities of this position:
List other near relative approvals in the department:
Who will supervise this position?
Who is the near relative's supervisor?
How many employees work in both the finalist's work unit and the near relative's work unit?
Justification for hiring:
Describe reporting relationships:
Outline potential conflicts of interest:
Describe steps you will take to mitigate conflicts and/or perception of conflicts:
List any unique/specialized skills and work experience the applicant can offer that will directly benefit the University and/or department the applicant would work for:

Academic and staff personnel policies permit appointment of near relatives in the same department when concurrent employment would be in the best interest of the University.

The Executive Vice Chancellor & Provost is delegated the authority to approve appointment of near relatives in the same department when one of the relatives is an academic appointee.

Vice Chancellors, Deans, Director-UCI Medical Center and Director-Intercollegiate Athletics and Campus Recreation are delegated the authority to approve appointment of near relatives in the same department when all the relatives are staff personnel. This authority may not be delegated further.

All appointments are subject to the policy review requirements set forth in the academic and staff personnel policies on employment of near relatives (Academic Personnel Manual, APM-520 and Personnel Policies for Staff Members, SP 21), and should be made in consultation with the appropriate Personnel or Human Resources Office.

Near Relative Name:	Date:
<input type="checkbox"/> I agree to abide by all policies and procedures set forth in the Personnel Policies for Staff Members and/or Academic Personnel Manual APM-520.	
Near Relative Signature:	

Applicant Name:	Date:
<input type="checkbox"/> I agree to abide by all policies and procedures set forth in the Personnel Policies for Staff Members and/or Academic Personnel Manual APM-520.	
Applicant Signature:	

Approval Recommended by Vice Chancellor / Dean / Director / Department Chair?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vice Chancellor / Dean / Director / Department Chair Name:	Date:
Vice Chancellor / Dean / Director / Department Chair Signature:	

Approval Recommended by Human Resources?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Human Resources Representative Name:	Date:
Human Resources Representative Signature:	

<i>for academic employees, EVC&P approval is necessary</i>	
Approval Recommended by EVC&P?	<input type="checkbox"/> Yes <input type="checkbox"/> No
EVC&P Name:	Date:
EVC&P Signature:	