

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: POLICY ON FAMILY AND ROMANTIC RELATIONSHIPS AT WORK	Number: AP 2.33
Legal Authority: Education Code Section	

I. Applicability

This policy applies to all District officers, elected officials, employees, interns, student employees, and volunteers. These individuals are referred to collectively as "employees" solely for purposes of this policy.

II. Definitions

Employment decisions: Refers to the full array of decisions and actions that involve District employees and their employment, including, but not limited to, decisions related to hiring, supervision, promotion, compensation, work hours, assignment of duties, performance evaluation, discipline, termination, and decisions involving other terms and conditions of employment such as those listed in Section III below.

Related person(s):

- A. A family member, whether by blood, adoption, marriage or domestic partnership, including:
- Spouse;
 - Domestic partner;
 - Child;
 - Parent;
 - Grandparent/Grandchild;
 - Aunt/Uncle;
 - Sibling;
 - Cousin;
 - Niece/Nephew; and
 - Any corresponding in-law, step, or foster relation
- B. A consensual romantic relationship is occurring within the last two years. This includes, but is not limited to sexual, dating, engagement, or other intimate relationships.

Direct supervision: One employee directing the work of another employee. This includes temporary and project-based assignments.

Indirect supervision: One employee is responsible for the work of another employee through the organizational structure or chain of command. This includes temporary and project-based assignments.

III. Anti-Nepotism

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Employees may not make, participate in making, or influence any employment decision involving a related person. This includes, but is not limited to:

- Hiring, promoting, transferring, or re-assignment;
- Serving on a hiring committee;
- Developing, administering, or rating a civil service exam;
- Initiating an administrative investigation or discipline;
- Assigning work;
- Preparing, conducting, or contributing information to a performance appraisal;
- Approving overtime or any other compensated time;
- Approving vacation, sick, or other leave time;
- Granting or denying permission to attend a conference or other work-related event; and
- Approving reimbursement for work-related expenses.

Employees are prohibited from directly supervising related persons.

It is a best practice that employees do not indirectly supervise related persons. Exceptions to this policy for indirect supervision may be made on a case by case basis as outlined in Section IV.2 below.

Nothing in this policy prohibits an employee from acting as a personal reference, or providing a letter of reference for a related person seeking appointment to a position in any District department, board, commission, or agency, other than the employee's department, board, commission, or agency, or to a position under the control of any such department, board, commission, or agency.

This policy does not prohibit a supervisor from making an employment decision that impacts an entire unit or group of employees that includes a related person, given compliance with section IV.2 below.

IV. Reporting and Compliance Procedures

Direct supervision of related persons must be promptly reported by both employees. The District will take necessary steps to resolve the conflict. Employees should report to the Associate Vice Chancellor of Human Resources. If the supervisor is in the Human Resources Department, employees should report to the General Counsel. Indirect supervision of related persons must be promptly reported by both employees. Employees should report to the Associate Vice Chancellor of Human Resources. If the supervisor is in the Human Resources Department, employees should report to the General Counsel.

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- a. If for operational reasons, the indirect supervisory conflict cannot be eliminated, the Associate Vice Chancellor or General Counsel will implement a management plan to address the indirect supervisory relationship while minimizing the impact on the employees involved.
- b. At a minimum, all management plans must address reporting relationships, supervision, and evaluation to ensure a supervisor does not participate in employment decisions regarding a related person, as prohibited by this policy.

1. Individuals who become related persons during District employment and while in a direct or indirect supervision situation must promptly disclose the relationship following the process set forth in Section IV.1 and IV.2 above.
2. An employee prohibited under this policy from making, participating in, or influencing employment decisions involving related persons, pursuant to management plan approved by Human Resources or the General Counsel, shall delegate in writing the appropriate authority to make employment decisions regarding such related persons to another employee within the department.
3. All employees are prohibited from retaliating against anyone who reports a potential violation of this policy.

V. Investigations and Penalties

All employees must cooperate with any investigation into possible violations of this policy. Violations may include, but are not limited to:

- Failing to report, or actively concealing, a relationship that falls within this policy; or
- Retaliating against another employee who has made a report under this policy.

Violations of this policy may lead to discipline, up to and including termination.

Employee questions about this policy should be directed to the Associate Vice Chancellor of Human Resources and/or General Counsel where appropriate.