

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

POLICY TITLE:	Nepotism	Issue Date:	11/04/2020
POLICY NUMBER:	2230	Revised:	

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**2230.1** It is the policy of the California Fire and Rescue Training Authority (CFRTA) to recruit, hire, and assign all employees based on merit and fitness in accordance with statutes, rules, and regulations. Nepotism is expressly prohibited in the workplace. Unless an exception to this policy is granted by the Executive Director in consultation with the CFRTA's Legal Counsel, employees who have a personal relationship with other CFRTA employees may not:

**2230.1.1** Have a direct or indirect supervisory relationship;

**2230.1.2** Audit the work of, or exercise fiscal control over a person with whom they have a personal relationship, regardless of organizational separation; or,

**2230.1.3** Participate in the development and/or administration of an examination or hiring interview of a person with whom they have a personal relationship

**2230.2 APPLICABILITY:** The policy is applicable to all CFRTA employees and appointees, including, but not limited to full-time, part-time, intermittent or temporary employees, and paid or non-paid appointees.

**2230.3 DEFINITIONS:** "Nepotism" means the practice of an employee or appointee using his or her influence to aid or hinder another person in the employment setting because of a personal relationship.

"Personal Relationship" includes, but is not limited to, associations with individuals by blood, adoption, marriage, cohabitation, and any type of romantic or personal relationship that involves personal commitments equivalent to commitments in family relationships.

Examples of personal relationships include, but are not limited to, relationships with a mother, father, daughter, son, sister, brother, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, half-sister, half-brother, current or former spouse, parent-in-law, any romantic relationship (e.g., dating, girlfriend or boyfriend), any close personal friendships, (e.g., lifelong friends, best friends).

**2230.4 ALLOWABLE EXCEPTIONS:** Exceptions to this policy may be granted on a case-by-case basis. Requests for exceptions must be justified and directed to the Executive Director, in writing. The Executive Director, in consultation with the CFRTA's Legal Counsel, has sole authority to approve exceptions on a case-by-case basis.

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In reviewing requests for exceptions, consideration will be given to such issues as the number of employees and positions available, the effect on the work production, safety, and morale of the unit, and the fair and impartial supervision, evaluation, and treatment of employees by the supervisor(s) in the unit.

### 2230.5 RESPONSIBILITIES:

#### 2230.5.1 Employees

2230.5.1.1 Must immediately notify the Executive Director when they have a personal relationship or there is a change in personal relationship with another employee, contractor, candidate for employment, or other person providing contracted services to or for CFRTA.

#### 2230.5.2 Hiring Supervisors

2230.5.2.1 Must immediately inform the Executive Director if the hiring supervisor has a personal relationship with any candidate for employment at CFRTA.

2230.5.2.2 Must recuse themselves from serving on the interview panel for the employment candidate with whom they have a close personal relationship, and must not be involved, in any way, with the hiring process of that candidate.

#### 2230.5.3 Managers / Supervisors

2230.5.3.1 May not serve on an interview panel, participate in the discussion or rating of competitors, or evaluate the work of any person with whom the manager or supervisor has a personal relationship.

2230.5.3.2 Ensure each member of a job interview panel is provided the names of applicants being interviewed before any interviews are conducted.

2230.5.3.3 Immediately notify the Executive Director of a personal relationship of any employee, contractor, employment candidate or other person providing contracted services to or for CFRTA that may be in conflict with this policy.

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### 2230.5.4 Executive Director

2230.5.4.1 Monitors nepotism in the workplace.

2230.5.4.2 Reviews requests for exceptions to this policy.

2230.5.4.3 Provides guidance to employees, managers, and supervisors to ensure compliance with this policy.

2230.5.4.4 The Executive Director has sole authority to approve exceptions to this policy.