

Family Members Working Together in the Same Department

Dear: **Supervisor, Department**

LRCCD's Procedure regarding Family Members who will be working together in the same Department.

Please note on Student Help/Temporary Intents to employ, there is a question "is employee related to anyone employed by Los Rios?" if this question is answered by:

1. "Yes" AND
2. The relative working for Los Rios falls into the category of "immediate family member" as noted below in Policy 6132; AND.
3. The relative is working in the same Department, The HR Specialist will follow up and ask the campus contact for further information so that HR can review to determine whether the hiring situation adversely affects District Operations (as noted in Policy 6132).

HR Specialist will ask the following questions regarding the working arrangement.

Please fill in the answers to these questions after the question on this email in a different color of text.

Employee-
Relationship-

Employee Relative-
Relationship-

Student Help/Temporary Employee Supervisor-

1. Do they ever work together (if so how)?
2. Could one affect the other's employment in any way (i.e. assigning hours/ days/ work load)?
3. If both are absent due to scheduling problems (i.e. both on vacation, bereavement, ect.) will this affect the Department?
4. What is the potential for problems arising if one relative remained in a bargaining unit while the other relative became a member of management?

The reply email will be given to the HR Director to determine if it is appropriate for the employee to continue working in the position. The HR

Manager may decide to contact the hiring supervisor or VPA for clarification of the working arrangements or other details.

When a new Intent is submitted and a previous Intent has been approved, if the relatives are exactly the same and the Departments haven't changed, this process doesn't need to be completed again.

If assignments have changed and now # 1-4 apply and they didn't before, the Intent to employ will need to be evaluated.

Assignment of Relatives P-6132

1.0 Assignment of Relatives

1.1 In situations where spouses, domestic partners as defined in the District's health plans, or immediate relatives are assigned to work in the same operating unit, or report to the same immediate supervisor, the District shall conduct an individualized assessment on a case-by-case basis to determine whether the situation adversely affects District operations. If the District finds an adverse effect is likely, the District may require a transfer or reassignment to remedy the situation.

Immediate family includes the following relative(s) of the (a) employee; (b) employee's spouse; or (c) employee's domestic partner: mother, step-mother, mother-in-law; father, step-father, father-in-law; sister, step-sister, sister-in-law; brother, step-brother, brother-in-law; daughter, step-daughter, daughter-in-law; son, step-son, son-in-law; aunt or uncle (whether by blood, marriage, or domestic partner); grandparent (including the parents of domestic partner); grandchild (including the child of a domestic partner's child); husband, wife or domestic partner; husband, wife or domestic partner of that individual's child, step-child, or child-in-law; or any person living in the immediate household of the employee.

1.2 The decision will be based on an analysis of various factors, including, but not limited to:

- (1) How closely said spouses, domestic partners or relatives will be working together or whether they will be working independently;
- (2) whether said spouses, domestic partners or relatives may be in a position to play any role in decisions affecting the other's employment;
- (3) the potential for scheduling problems and absenteeism related to vacations, leaves of absence, bereavement, etc.; and
- (4) the potential for problems arising if one spouse or relative remained in a bargaining unit while the other became a member of management.

Thank you so much for your assistance