



<b>Santa Clara University Campus Safety</b>	<b>Policy Manual</b>
<b>Employment of Family Members</b>	<b>Effective Date: 10/15/2023</b>

**Purpose:**

Campus Safety Services aspires to provide equal opportunity to all prospective employees and to make hiring decisions based on individual merit. Campus Safety Services will consider the employment of family members. The purpose of this policy is to provide guidelines regarding family members who work together.

**Policy:**

Campus Safety Services staff members will abide by Santa Clara University **Staff Policy 205 - Employment of Family Members**, which allows for family members to work in the same or different departments within the University. It can be found here: [Staff Policy 205 - Employment of Family Members](#), All CSS staff members shall be responsible for reading and understanding the content of Staff Policy 205.

Family members are defined as any person related by blood, adoption, marriage, or those living in the same household, or people in relationships together.

Campus Safety Services family members will avoid any processes that:

- Involve assessing performance of the family member
- Make decisions affecting the family member's standing or promotional opportunities
- Provide leave of absences for the family member
- Would create a possible conflict of interest

Campus Safety Services employees shall contact Human Resources when there is the potential for a family member to be employed.