



UNIVERSITY OF CALIFORNIA, MERCED  
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December 16, 2013

VICE CHANCELLOR FOR BUSINESS AND ADMINISTRATIVE SERVICES

RE: Delegation of Authority – Authority to Approve Hiring of Near-Relatives

Effective immediately, as Chancellor and pursuant to the authority delegated to me, I delegate the following authority to you:

- Authority to approve the employment of near relatives in the same department, provided that such concurrent employment would be in the best interests of the University.  
(source of authority: Personnel Policies for Staff Members 21, Appointment G, Near Relatives)

This delegation is subject to all other University and Merced Campus policies and procedures. Exercise of this authority shall be subject to the conditions set forth in the staff personnel policies on employment of near relatives (Personnel Policies for Staff Members 21, Appointment G, Near Relatives). This authority may not be further re-delegated by you.

Internal department protocols must be followed prior to making a hiring commitment. If the best candidate is a near relative:

- Hiring Manager (usually the supervisor for the posted position) must complete the Human Resources' Near Relative Request for New Hire Employment form. The form must be completed with appropriate documentation and justifications prior to the Vice Chancellor or Dean's signature.
- Completed and signed forms must be routed to Human Resources for review and concurrence prior to Vice Chancellor for Business and Administrative Services' final approval.
- If a Vice Chancellor or Dean is the Hiring Manager, Chancellor's approval is required.
- Keep a copy of the Near Relative Hire Request Form submitted to Human Resources for the departmental personnel files.

Dorothy Leland  
Chancellor

cc: Director of Financial Management, Controls and Accountability  
Assistant Vice Chancellor, Joanne Dunlap