

Human Resources Branch Memorandum

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| SUBJECT: 2018 Anti-Nepotism Policy Instructions | NUMBER: HRB 18-017 |
| | DATE ISSUED: August 10, 2018 |
| DISTRIBUTION: All CDFW Employees | EXPIRES: n/a |

Action Required **Informational Only** **Control Agency Directive**

Purpose

The purpose of this memorandum is to provide California Department of Fish and Wildlife (CDFW) employees with the implementation instructions of CDFW's newly adopted Anti-Nepotism Policy and corresponding Self Reporting Form (DFW 1024).

In order to ensure that CDFW is practicing fair and impartial employee selection, supervision, and evaluations, all current employees are required to complete and sign the DFW 1024 form. All signed DFW 1024 forms must be provided to the employees' immediate supervisors **by COB September 10, 2018**.

Authorities

[California Department of Human Resources \(CalHR\) Manual Section 1204 Nepotism](#)
Government Code Section 12940 (a)(3)(A)
California Code of Regulations Title 2, section 11057
California Constitution Article VII, Government Code section 18500

Policy

Nepotism is prohibited at CDFW. Failure to disclose a personal relationship may result in disciplinary action up to and including dismissal. Managerial staff who do not report known violations of the Anti-Nepotism Policy shall receive disciplinary action up to and including dismissal.

Employees must immediately complete, sign, and submit a new DFW 1024 to their immediate supervisor any time circumstances in their personal lives changes (such as a new or different personal relationship) in a way that may violate the Anti-Nepotism Policy.

DFW 1024 is now required during the hiring process. All prospective hires (including all candidates selected for interview, transfers, and reinstatements), must complete, sign, and submit to the hiring supervisor a DFW 1024. The prospective hire must certify whether they have a personal relationship with a current CDFW employee or not. Administrative clearance to hire will not be granted without an approved form DFW 1024.

For more information on the Anti-Nepotism Policy, please reference [HRB 18-007 Anti-Nepotism Policy](#).

Implementation Roles and Responsibilities

Employees

1. Complete DFW 1024 and submit to your immediate supervisor by **COB September 10, 2018**.

Managers and Supervisors

1. Review DFW 1024 for your staff. Make two copies of the form and provide one copy to the employee and keep one copy for your Supervisory File.
2. Submit all completed forms to the Anti-Nepotism Coordinator, Leo Lam, by **COB September 28, 2018**. Send originals to:

**Attn: Leo Lam, Human Resources Branch
P.O. Box 944209, Sacramento, CA 94244-2090**

3. Track all submitted DFW 1024 forms from your unit to ensure all staff have submitted the form within the prescribed time frame. A sample spreadsheet track can be found under Resources below.
4. Provide all candidates being interviewed during the hiring process with the DFW 1024. If your top candidate disclosed a personal relationship with a CDFW employee on the DFW 1024, contact the HRB Chief to discuss your options.

Human Resources Branch Anti-Nepotism Coordinator

1. Track all DFW 1024 forms.
2. Submit DFW 1024 to the HRB Chief if employee discloses a personal relationship.
3. Submit DFW 1024 to the Office Personnel File (OPF) if employee does not disclose a personal relationship.

Resources

1. [Sample DFW 1024 Tracker](#)
2. [HRB 18-007 Anti-Nepotism Policy](#)

Form

1. [Anti-Nepotism Policy Acknowledgement and Self-Reporting Form \(DFW 1024\)](#)

Contacts

If you have any further questions, please contact the Anti-Nepotism Coordinator, Leo Lam, at 916-651-7803 or Leo.Lam@Wildlife.ca.gov.