

## CONFIDENTIALITY AND CONFLICTS OF INTEREST IN HIRING

### SECTION I: DEFINITIONS

- Committee: The Hiring Committee, also known as the Search Committee.
- Director: Director of Recruitment and Employment Services, Human Resources.
- District: The South Orange County Community College District.
- HR Specialist: Human Resources Specialist assigned to the job recruitment.
- President: President of the College at which the position is assigned.
- Related Party: A related party is the father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, grandfather, grandmother, grandson, granddaughter, spouse, registered domestic partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-father, step-mother, step-son, step-daughter, step-brother, step-sister, half-brother, half-sister, or any person who is living in the same household as an employee involved in the hiring process.

### SECTION II: CONFIDENTIALITY

Confidential hiring information includes all applications for District employment, as well as applicants' and finalists' names and rankings, information and materials obtained in the hiring process, and the deliberations of the Committee.

Committee members may disclose confidential hiring information only to another member of the Committee, to a District employee authorized by the District to possess such information, or to an individual acting as an agent of the District, or when required to do so by court order.

### SECTION III: CONFLICTS OF INTEREST

It is the personal obligation of each evaluator in the District's employment processes to judge each candidate fully, impartially, and only in terms of the qualifications established for the position.

No person may participate in a specific selection process when such participation would involve them in decisions or actions which affect their own interests or the interests of a Related Party or parties. No person may serve as an evaluator for a position if he or she has an association with any candidate for that position, when that association is based on past or present financial or real

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property interests, family relationships, or similar close personal connections that would compromise the impartiality of the evaluator.

Each person must disclose past or present financial or real property interests, family relationships, or similar close personal connections that would compromise the impartiality of the evaluator. Irrespective of the existence or nonexistence of any such interest or relationship, a member of a hiring committee must disclose to the HR Specialist any relationship, including any professional relationship, or issue which limits or which may reasonably create the appearance of limiting the ability of the member to act in a strictly impartial manner toward any candidate.

#### SECTION IV: COMPLIANCE

All hiring committee members are required to comply strictly with this *Board Policy 4013*. Employees who violate this policy may be subject to appropriate discipline by the President, Chancellor, Chancellor's designee, or Board, consistent with applicable District policy, collective bargaining agreements, and law.

No person may serve on a hiring committee who has not first signed the following statement:

I have received and read a copy of *Board Policy 4013, Confidentiality and Conflicts of Interest in Hiring*. I agree to maintain confidentiality as described in Section II above, and I affirm that, to the best of my knowledge, I am free of any conflicts of interest with respect to applicants for the position to be filled, and that I am capable of rendering an impartial judgment with regard to each candidate. I will ask to be excused from the committee should this condition change during the course of the hiring process.