



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

OFFICE OF HUMAN RESOURCES

Confidentiality & Employment of Relatives Notification/Declaration

As a member of a Selection Committee for the San Mateo County Community College District, you are acting as an agent for the District and understand that you are participating in a confidential process. All of your actions related to this process are subject to the laws and regulations relating to equal opportunity and fair employment practices. You may be held personally responsible for any unauthorized disclosure of information. Specifically, Committee members are prohibited from releasing any confidential information, which relates to the hiring process, including but not limited to:

- Names of persons who have applied for employment with the District
- Application or applicant information, ratings, or status
- Written materials, testing, presentations, or demonstrations
- Oral/Written discussions by or about applicants or committee members prior to, during, or following the screening and/or interview process
- Any information pertaining to references, results or questions that are asked

All selection committee members have a responsibility to approach the selection process with neutrality and confidentiality and to actively participate in the process. It is your responsibility to maintain confidentiality and respect the privacy of candidates at all times.

Per District Rules & Regulations 2.22, *Policy on Employment of Relatives*, no district employee or Board member shall serve on a committee for the purpose of selecting or evaluating an employment candidate if he/she is in the immediate family of or is living in the same household with any candidate being considered. "Immediate family" is defined as: the spouse, domestic partner, child, stepchild, parent, grandparent, sister, brother, niece, nephew, cousin, aunt, uncle, daughter-in-law or son-in-law, sister-in-law or brother-in-law, mother-in-law or father-in-law of the employee or Board member or any relative living in the immediate household of the employee or Board member.

Any concerns regarding the qualifications of an applicant or adverse information regarding a specific applicant should be addressed with the Committee Chairperson or Human Resources after the paper screening process.

By your agreement to serve in this process you are hereby notified of the above Confidentiality & Employment of Relatives Declaration and acknowledge/understand your role and responsibility and the requirements as described in order to serve as a Screening/Interviewing Committee member.

Any breach of confidentiality will result in the removal of a committee member and abeyance of the recruitment process. Any unauthorized disclosure of confidential information by a Screening/Interviewing Committee member may result in disciplinary action, including possible suspension from serving on selection committees in the future.

Committee Member Name

Date

Committee Member Signature

Committee Position Title (Hiring for)