

HUMAN RESOURCES
Confidentiality & Nepotism
Notification / Declaration

As a member of a Screening/Interviewing Committee for the College of Marin, 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 recruitment process, including but not limited to:

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

Per Board Policy *BP 7310, NEPOTISM*, employment of family members is permissible within the limitations set forth in this policy. As a committee member, you may not be the spouse or relative of any candidate in the applicant pool of this recruitment and selection process.

Any concerns regarding the qualifications of an applicant or adverse information regarding a specific applicant should be addressed immediately and directly to the Committee Chairperson or Human Resources.

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By your agreement to serve in this process you are hereby notified of the above Confidentiality & Nepotism 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 these committees in the future.