

Student Employment Human Resources

NEPOTISM

Student Employment Restrictions/Change in Family Relationship

NRS 281.210 prohibits the appointment of closely related individuals to positions in which one employee is in the line of supervision over the other employee. This regulation also applies to current employees who are appointed to different positions through promotion, transfer, voluntary demotion or any other type of appointment, and individuals who become related to each other, such as through marriage.

Immediate supervisor or direct line of authority applies to

- | | |
|----------------------------|------------|
| spouse | aunt |
| child or spouse of a child | uncle |
| parent | niece |
| sibling | nephew |
| grandparent | grandchild |
| first cousin | |

Employees who become related after they have been appointed to their positions, shall within ten working days of becoming related

- (a) notify the appointing authority of the relationship; and
- (b) submit to the appointing authority a recommendation for action to be taken by the appointing authority to ensure that the employees do not continue to hold positions in which one of the employees is the immediate supervisor of the other employee.

Please check one of the following as it applies to this _____ position:

_____ I am not related to anyone at the NEVADA SYSTEM OF HIGHER EDUCATION.

_____ I am related to the following individual(s) at the NEVADA SYSTEM OF HIGHER EDUCATION.

| | | |
|-------|------------|--------------|
| _____ | _____ | _____ |
| Name | Department | Relationship |

| | | |
|-------|------------|--------------|
| _____ | _____ | _____ |
| Name | Department | Relationship |

Information concerning related employees is public information subject to disclosure under the public records law.

I have read and understand the above restrictions as they apply to "Nepotism" in the State Classified Service. I certify that the above information is true and complete. I understand that if I provide false information I may be subject to the penalty provisions of NRS 284.430.

| | |
|-------|-------|
| _____ | _____ |
| Name | Date |

NEPOTISM

NAC 284.375 Appointing authority prohibited from appointing related persons under certain circumstances; exceptions (NRS 284.065, 284.155)

1. Except as otherwise provided in subsection 2 and NRS 281.210, an appointing authority shall not appoint a person to a position in the classified service on or after:
 - (a) October 1, 1996, if, upon his appointment, the person will be in the direct line of authority of
 - (1) A spouse, child, parent or sibling of the person;
 - (2) The spouse of a child, parent or sibling of the person; or
 - (3) An aunt, uncle, niece, nephew, grandparent, grandchild or first cousin of the person.
 - (b) September 6, 2001, if, upon his appointment, the person will be in the direct line of authority of a person with whom he is in a dating relationship.
2. An appointing authority may adopt a written policy authorizing the appointment of persons to a position or class of positions that would otherwise be prohibited by the provisions of subsection 1 if the appointing authority determines that, for the positions for which the policy applies, the enforcement of the provisions of subsection 1 will be impracticable and cause an undue hardship to the appointing authority. In making this determination, the appointing authority may consider, among other factors, the difficulty in recruiting applicants for the positions for which the policy applies.
3. A written policy adopted pursuant to subsection 2:
 - (a) Must comply with the provisions of NRS 281.210; and
 - (b) Is effective upon approval by the Commission.

NAC 284.377 Persons who become related after appointment: Appointing authority required to take corrective action; notification of appointing authority required. (NRS 284.155)

1. Except for relationships allowed pursuant to NRS 281.210 and NAC 284.375, if a supervisor and an employee who is in the direct line of authority of the supervisor become related or involved in a dating relationship after the supervisor and employee have been appointed to their respective positions, the appointing authority shall ensure that, as soon as practicable, the employees do not continue to hold positions in which one of the employees is in the direct line of authority of the other employee.
2. A supervisor who becomes related to, or involved in a dating relationship with, an employee in the direct line of authority of the supervisor shall notify the appointing authority within 10 working days after the supervisor and employee become related or involved in the dating relationship.
3. Upon receiving notification of a relationship from a supervisor pursuant to subsection 2, the appointing authority shall request from each of the employees involved a recommendation for action to be taken to ensure that the employees do not continue to hold positions in which one of the employees is in the direct line of authority of the other employee.

4. In determining the manner in which to comply with the provisions of subsection 1, the appointing authority is not required to accept a recommendation for action to be taken submitted pursuant to this section.