

CSN NEPOTISM POLICY

Issuing Officer: Associate Vice President for Human Resources
Responsible Department: Human Resources
Effective Date: June 18, 2001
Supersedes: New

I. REFERENCES

1. Nevada Revised Statute 281.210
2. Nevada Administrative Code 284.375
3. Nevada Administrative Code 284.377

II. PURPOSE

- To avoid favoritism and conflicts of interests in employment decisions
- To identify relationships of employees that may impact our mission

III. DEFINITIONS

Consanguinity: Blood relation

Affinity: Marriage relation

IV. POLICY STATEMENT

- A. This policy is in accordance with the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC) and applies to, but is not limited to, the following employment decisions:
1. Hiring
 2. Promotions
 3. Reappointments
 4. Evaluations
 5. Awarding of Salaries
 6. Terminations
 7. Discipline

The above employment decisions will be based on qualifications, abilities and work performance for the position. In order to avoid favoritism and conflicts of interest in employment decisions, the College of Southern Nevada (CSN) reserves the right to take action when relationships of employees impact on our mission.

CSN does not permit employment, of any kind, where one employee is the immediate supervisor or has direct control or significant influence over a family member where the above noted employment decisions are involved. If such a situation does occur, it is considered to be “Nepotism” and is prohibited.

Violators of this policy will be subject to disciplinary actions, NRS and NAC sanctions. Exceptions to this policy, excluding violations of the NRS and NAC, must be approved by the President.

B. Nevada Revised Statute 281.210 prohibits a CSN official, with authority to employ others, from employing, reemploying or recommending for employment at CSN, any of their relatives within the third degree of CONSANGUINITY or AFFINITY.

1. Relatives Consanguinity applies to:

- | | |
|-----------------|-----------------|
| a. Parent | h. Half Sister |
| b. Child | i. Uncle |
| c. Grandparent | j. Aunt |
| d. Grandchild | k. Nephew |
| e. Brother | l. Niece |
| f. Sister | m. First Cousin |
| g. Half Brother | |

2. Relatives Affinity applies to:

- | | |
|-------------------|--------------------|
| a. Husband | i. Father-in-Law |
| b. Wife | j. Mother-in-Law |
| c. Step Parent | k. Son-in-Law |
| d. Step Child | l. Daughter-in-Law |
| e. Step Brother | m. Uncle |
| f. Step Sister | n. Aunt |
| g. Brother-in-Law | o. Nephew |
| h. Sister-in-Law | p. Niece |

Nevada Administrative Code 284.375 prohibits CSN employees from being the immediate supervisor of or in the direct line of authority of their relatives who are employed at CSN. All employees are required to complete the Current and/or Change in Family Relationships Form.

CSN employees that become related to each other, during the course of their employment, are required to do the following within 10 days of becoming related or appointment to a position of authority:

- Notify the Department Head and Human Resources, in writing, of the relationship to ensure that one employee does not become the immediate supervisor or in the direct line of authority of the other.
- Request CSN to take action to ensure that one employee does not continue to hold positions in which they are the immediate supervisor or in the direct line of authority of the other.

V. ATTACHMENTS

Current and/or Change in Family Relationships Form