



**MOST RECENT CHANGES**

Version # 1:  
Formatted in accordance with GEN 1.2.

**I. POLICY PURPOSE**

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

**II. 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.

### III. PROCEDURE

- A. All employees are required to complete the Current and/or Change in Family Relationships Form.
- B. 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:
1. 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.
  2. 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.

### IV. AUTHORITY AND CROSS REFERENCE LINKS

Nevada Revised Statute 281.210  
Nevada Administrative Code 284.375  
Nevada Administrative Code 284.377  
Current and/or Change in Family Relationships Form

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**[Signatures appear on next page]**

**V. DISCLAIMER** (Include in All Policies)

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer ([general.counsel@csn.edu](mailto:general.counsel@csn.edu), 702.651.7488) and/or Thomas Brown, Associate Vice President for Human Resources, 651-7543, [thomas.brown@csn.edu](mailto:thomas.brown@csn.edu), Office E-414, Charleston Campus.

**VI. SIGNATURES**

Recommended by:

/s/ Thomas Brown  
Thomas Brown  
Associate Vice President for Human Resources

07/08/2013  
Date

Reviewed for Legal Sufficiency:

/s/ Richard L. Hinckley  
General Counsel

07/09/2013  
Date

Approved by:

/s/ Michael D. Richards  
CSN President

07/11/2013  
Date

**VII. ATTACHMENTS**

Attachment A – History  
Attachment B - Glossary

**Attachment A - HISTORY**

- Version 1:
  - 07/11/2013: Approved by CSN President (M. Richards)
  - 07/09/2013: Reviewed by General Counsel (R. Hinckley)
  - 07/08/2013: Recommended by Associate Vice President for Human Resources (T. Brown)

**Attachment B - Glossary**

**Consanguinity**: Blood relation

**Affinity**: Marriage relation