

**MOST RECENT CHANGES**

## Version 2:

1. Changed from 10- to 12-point font, in accordance with the ADA.
2. Minor grammatical changes throughout
3. I - Revised the Purpose as per the recommendation of General Counsel
4. II.A - Added per General Counsel.
5. II.B.2 - Clarified that consensual relationships not within the third degree of consanguinity or affinity are covered under the Consensual Relationships Policy.
6. III.A-B - Altered the procedure, replacing a non-existent form with email notification.
7. III.C-E - Established reassignment procedures for supervisory duties in the event of a standing consensual relationship that becomes a relationship of affinity.

**I. POLICY PURPOSE**

To communicate the college's policy regarding CSN's employees concerning the employment and other related activity of relatives of CSN employees. CSN is committed to providing a fair and equitable working environment free from potential conflicts of interest, both perceived and actual, and potential favoritism and preferential treatment, both perceived and actual. CSN believes employees should be evaluated on the merits of their work without improper influence or the potential for improper influence or favoritism in employment decisions and other related activities involving relatives of CSN employees. This policy identifies relationships of employees that may impact CSN's mission.

**II. POLICY STATEMENT**

- A. It is the policy of CSN that no college employee may hire or cause to be hired, nor supervise or have direct control or significant influence over any relative of the employee within the third degree of consanguinity or affinity in employment decisions.
- B. An employment decision will be defined as including, but not limited to the following:
  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. To avoid favoritism and conflicts of interest, actual and perceived, in employment decisions, CSN reserves the right to take action when relationships of employees impact on CSN's mission. If such a situation occurs, it is considered to be "Nepotism" and is prohibited.

Any individual found in violation of this policy may be subject to disciplinary action. Exceptions to this policy, excluding violations, must have prior approval of the President.

- C. Nevada Revised Statute (NRS) 281.210 prohibits a CSN employee, with authority to employ others, from employing, re-employing 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
- b. Child
- c. Grandparent
- d. Grandchild
- e. Brother
- f. Sister
- g. Half Brother
- h. Half Sister
- i. Uncle
- j. Aunt
- k. Nephew
- l. Niece
- m. First Cousin

2. Relatives Affinity applies to:

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

p. Niece

NAC 284.375 prohibits a CSN employee from being the immediate supervisor of or in the direct line of authority of their relatives who are employed at CSN.

Consensual relationships not within the third degree of consanguinity or affinity, but still under the scope of this policy, are covered under the Consensual Relationships Policy.

### III. PROCEDURE

- A. Any employee affected by this policy must provide written notification within ten (10) working days of the inception of one of the following:
  1. Any CSN employee, during the course of their employment at the college, becomes related to another individual at the college (employee or student), either by consanguinity or affinity, thereby creating a professional power imbalance between the individuals.
  2. Any CSN employee in an existing relationship of consanguinity or affinity with another individual at the college enters into a position of authority over that individual.
- B. The employee must send the written disclosure notification via CSN email to their immediate supervisor, Human Resources, and the appointing authority. The disclosure must include:
  1. The names, titles, and relationships of all involved parties,
  2. The date of inception of the relationship and/or professional power imbalance,
  3. The description of the professional power imbalance, and
  4. A request that action be taken 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.
- C. Pursuant to the Board of Regents Handbook, Title 4, Chapter 3, Section 7, the appointing authority shall ensure that, as soon as practicable, the related employees do not continue to hold positions in which one of the employees is in the direct line of authority of the other employee.
  1. The appointing authority may request a recommendation from each of the employees for appropriate action to be taken to alter the line of authority. In determining the manner in which to comply with this policy, the appointing authority is not required to accept a recommendation from the employees involved.
  2. Any supervisory duties that cannot be reassigned for logistical or impracticable reasons (e.g. scheduling of classes/lab, classroom assignments, clinical assignments, office assignments - in agreement with the Office Request Policy), shall remain with the supervisor, but shall be reviewed and approved by the next-level supervisor, in consultation with the corresponding appointing authority.
  3. Within ten (10) working days of the receipt of the initial disclosure notification sent by the employee, the appointing authority shall respond to all involved

parties, in writing via CSN email, with an action plan that outlines any and all steps to be taken, therein.

- D. Exceptional circumstances may exist under which the consanguinity or affinity relationship described in this policy involves a student at the college. Per this policy, any such relationship must be reported in accordance with Section III.A above.
1. The Chief Human Resources Officer, in consultation with the President and the appointing authority, will determine whether exceptional circumstances exist and if administrative measures must be taken to mitigate the impact of the relationship upon the student's educational experience.
  2. When possible, the student in question will be placed in a class taught by another instructor with whom no such relationship exists.
- E. If any current relationship described under this policy existed prior to the professional employment or academic pursuits at CSN, the involved parties shall report the relationship in accordance with Section III.A above, to ensure compliance with this policy.

#### IV. AUTHORITY AND CROSS REFERENCE LINKS

Nevada Revised Statute 281.210  
Nevada Administrative Code 284.375  
Nevada Administrative Code 284.377  
NSHE Board of Regents Handbook, Title 4, Chapter 3, Section 7

#### V. DISCLAIMER

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 the Recommending Authority.





VI. SIGNATURES

Recommended by:

Tracy Sherman  
Signature

08/28/25  
Date

\_\_\_\_\_  
Faculty Senate Chair

Recommended by:

India Barton  
Signature

9.5.2025  
Date

\_\_\_\_\_  
Chief Human Resources Officer

Recommended by:

James R. McCoy  
Signature

9.3.2025  
Date

\_\_\_\_\_  
Executive Vice President of Academic Affairs

Reviewed for Legal Sufficiency:

[Signature]  
General Counsel

9/5/2025  
Date

Approved by:

[Signature]  
CSN President

9/5/2025  
Date

VII. ATTACHMENTS

- A. History
- B. Glossary

## ATTACHMENT A

## History

- Version 2:
  - \_\_\_\_\_: Approved by CSN President
  - \_\_\_\_\_: Reviewed by General Counsel
  - \_\_\_\_\_: Recommended by Vice President of Academic Affairs
  - \_\_\_\_\_: Recommended by Vice President of Human Resources
  - 12/9/2022: Recommended by Senate Chair (T. Sherman)
  - 12/6/2022: Revision Submitted by the Ethics Committee (E. Moreau)
- Version 2:
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  7. III.C-E - Established reassignment procedures for supervisory duties in the event of a standing consensual relationship that becomes a relationship of affinity.
- Version 1:
  - 07/11/2013: Approved by CSN President (Mike Richards)
  - 07/09/2013: Reviewed by General Counsel (R. Hinckley)
  - 07/08/2013: Associate Vice President for Human Resources (T. Brown)



ATTACHMENT B

Glossary

Consanguinity: Blood relation

Affinity: Marriage or other legal relationship (such as adoption) formally recognized by the State of Nevada