

**ADMINISTRATIVE PROCEDURES**

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| **10.35 Nepotism** | **Issued: October 9, 2023** |

1. GOVERNING REGULATIONS

This procedure is governed by System Policy [07.05](https://policies.tamus.edu/07-05.pdf) *Nepotism*.

2. PURPOSE

The purpose of this procedure is to supplement System Policy 07.05 and to outline the procedures to document compliance with System Policy 07.05.

2. GENERAL

2.1. Texas A&M Forst Service may employ an employee’s covered relative provided that:

1. Neither relative has responsibility for direct or indirect supervision of the other, or authority over any term of condition of the other’s employment, including salary or wages; and
2. The Director authorizes the employment in writing, including a determination that the covered relatives’ supervision complies with this policy.

2.2. This administrative procedure applies to all employment types (budgeted, wage, and students)

3. DEFINITIONS

3.1 Covered relative – individuals within the prohibited degrees of relation.

1. Relatives by Consanguinity (Blood) include: Parent, Child, Sibling, Grandparent, Grandchild, Great-grandparent, Great-grandchild, Aunt (sister of parent), Uncle (brother of parent), Nephew (son of sibling), and Niece (daughter of sibling). An adopted child is considered to be a child of the adoptive parent for this purpose.
2. Relatives by Affinity (Marriage) include: Spouse, Spouse’s child, Spouse’s parent, Spouse’s sibling, Spouse’s grandparent, Spouse’s grandchild, Child’s spouse, Parent’s spouse, Sibling’s spouse, Grandparent’s spouse, and Grandchild’s spouse.

4. PROCEDURES AND RESPONSIBILITIES

4.1. During Hiring Process

1. When a new hire is identified as a relative of a current employee, Employee Development (ED) will have the new hire complete the [Nepotism Compliance Certification and Approval](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Nepotism%20Compliance%20Certification%20and%20Approval.docx) form and obtain the necessary review and approvals prior to hire.
2. The form will be maintained in both relatives’ personnel files.

4.2. After Initial Hire

1. If at any time after an employee’s initial hire a covered relative is employed by the agency, the employee must promptly report it in writing to his or her supervisor.
2. The supervisor must immediately notify their Associate Director and ED. ED will have the employee complete the [Nepotism Compliance Certification and Approval](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Nepotism%20Compliance%20Certification%20and%20Approval.docx) form and obtain the necessary review and approvals.

CONTACT: [Employment Development Department](mailto:jwegenhoft@tfs.tamu.edu), (979) 458-6694