**Nepotism Compliance Certification and Approval**

Texas A&M University System Policy 07.05 *Nepotism* states that system employees shall not approve or confirm a covered relative’s appointment, reappointment, employment, reemployment, change in status, compensation, or discipline, including dismissal.

Texas A&M Forest Service may employ an employee’s covered relative or two covered relatives if two conditions are met:

1. Neither relative has direct or indirect supervision of the other. (see attached Degrees of Relationship Listing)
2. The Director has authorized the employment in writing, including a determination that the covered relatives’ supervision complies with this policy.

Supervision of covered relatives must meet one of the following conditions:

1. Each relative must be outside the other’s reporting structure; or
2. Each relative must be supervised by an employee at an equivalent or higher, more senior level than either relative.

**Covered Relative Name: Employee Name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acknowledgement:** I hereby acknowledge that I have read and will comply with System Policy 07.05 *Nepotism.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

**Certification:** I hereby certify that neither the Employee or Covered Relative has supervisory authority over the other or authority over any term or condition of the other’s employment, including salary or wages.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Department Head

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Director

**Compliance Verification:** I have reviewed and verified that the Covered Relative’s supervision complies with System Policy 07.05, *Nepotism*.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AgriLife Human Resources

**Approval:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

**Degrees of Relationship Listing**

**Relatives by Consanguinity (Blood)**

The following persons are relatives of the board member or employee within the third degree by consanguinity:

* Parent
* Child
* Sibling
* Grandparent
* Grandchild
* Great-grandparent
* Great-grandchild
* Aunt (sister of parent)
* Uncle (brother of parent)
* Nephew (son of sibling)
* Niece (daughter of sibling)

For purposes of state nepotism laws, an adopted child is treated as the natural child of the adoptive parents.

**Relatives by Affinity (Marriage)**

The following persons are relatives of the board member or employee within the second degree by affinity (marriage):

* 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
* Grandchild’s spouse