Policy: Division officials and employees with legal or delegated authority to hire employees may not employ any relative within the third degree or consanguinity or affinity, in compliance with NRS 281.210 with NAC 284.375 – 377. The prohibition extends throughout a supervisor's entire chain of command.

Purpose: To clarify restrictions on the employment of relatives as referenced in NRS 281.210 and to establish procedures for the employment/advancement of relatives who are applicants for employment or are already employed.

Procedures:

I. The following relatives fall within the hiring prohibition: great-grandchildren, grandchildren, children, nephews, nieces, cousins, siblings, spouses, parents, uncles, aunts, grandparents, and great-grandparents. These prohibitions apply also to relatives of half blood.

II. When an employee becomes related to someone in their direct line of authority in such a way that the employee would have been ineligible for hire if the relationship had existed at the time of hire, the appointing authority shall ensure that they do not continue to hold positions in which one of the employees is in the direct line of authority of the other (NAC 284.377).

III. Employees who become related in such a way are required within ten working days to notify the appointing authority of the relationship, and submit a statement to the appointing authority recommending a means of resolving the conflict. The appointing authority is to resolve the situation as soon as practicable, and is not bound by the recommendations of the parties.

IV. Each agency shall formulate policies and procedures to implement the provisions in this policy or shall incorporate this policy into its policy and procedure manual.

Administrator

Effective Date: 11/1/97
Date Revised: 8/21/07
Date Reviewed: 11/1/99, 3/10/05
Date Approved by MHDS Commission: