BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of Human Resources

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 16

EFFECTIVE DATE: **November 1, 1989**

REVISED DATE: **March 14, 1994; May 29, 2009**

SUBJECT: **Nepotism**

AUTHORIZATION:

Barbara Goodson, Deputy Commissioner

I. POLICY:

In order to minimize the problems associated with the employment of relatives, it is the policy of the Division of Administration (DOA) to limit the employment of relatives within the DOA as defined herein.

No individual may be hired within a DOA section if that individual is related in the following fashion to another employee who is within his/her line of supervision:

Son	Aunt	Grandmother
Daughter	Uncle	Grandfather
Brother	Niece	Grandchildren
Sister	Nephew	Step-mother
Husband	Mother	Step-father
Wife	Father	Step-child

For the purpose of this policy, the term "relative" shall apply to those established by blood, marriage ("in-law" relationships), adoptions, or other legal relationships.

II. PURPOSE:

The purpose of this policy is to prevent situations which create an ineffective and non-productive work environment.

III. APPLICABILITY:

This policy is applicable to all employees of the Division of Administration in all sections, both general and ancillary appropriations.

This policy is further applicable to all types of appointments, permanent and temporary; including promotions, demotions, transfers, and all other methods of filling vacancies.

IV. DEFINITION:

Nepotism - preference in employment or promotion on the basis of family relationship rather than on the basis of merit.

V. RESPONSIBILITY:

Deputy/Assistant Commissioners are responsible for:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads are responsible for:

Assuring that each employee under his/her supervision, current and new:

- Is made aware of this policy and its contents as well as any forthcoming revisions, and
- Is informed that he/she must abide by the terms of the policy, and
- Is informed of the consequences of violation of this policy.

Bringing violations to the attention of the deputy/assistant commissioner and dealing with the violation in a fair and consistent manner.

Providing for formal review of this policy with all supervisors on an annual basis.

Assuring that applicants are not related in a prohibitive fashion to current employees in the section, prior to requesting the appointment of the applicant.

Managers/Supervisors are responsible for:

Complying with this policy in any fashion instructed by the section head.

Employees are responsible for:

Adhering to the stipulations as outlined in this policy.

Complying with all aspects of this policy and immediately bringing violations to the attention of a supervisor.

Alerting the section head of their relationship to applicants for positions within the section.

VI. EXCEPTIONS:

The current employment status of individuals employed prior to the revision date of this policy shall not be affected; however, future movement between sections and units of the DOA may be affected. For example, movement to a position within a section as the supervisor or subordinate of a relative of the above listed degree will be prohibited.

Nothing in this policy shall interfere with the rights of employees to displace other employees as a result of layoff regardless of the position being affected.

Requests for exceptions to this policy shall be justified, documented and submitted to the Appointing Authority for consideration.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Office of Human Resources.