

North Dakota State University

Policy Manual

SECTION 110

EMPLOYMENT OF RELATIVES

SOURCE: NDUS Human Resource Policy Manual
SBHE Policy Manual, Section 603.3

1. University system officers and employees shall comply with NDCC 44-04-09, relating to nepotism. Accordingly, an officer or employee may not, except as permitted by law, serve in a supervisory capacity over, or enter into a personal services contract with, a member of the officer's or employee's immediate family.
2. When two or more members of the same immediate family are employed in the same department or institution, the head of the department or institution shall reassign responsibility for performance evaluations, salary recommendations, disciplinary actions and other supervisory authority as necessary in order to comply with NDCC 44-04-09.
3. "Immediate family" means a parent (by birth or adoption), spouse, son or daughter (by birth or adoption), stepchild, brother or sister (by whole or halfblood or adoption), brother-in-law or sister-in-law, or son-in-law or daughter-in-law. Upon offer and acceptance of employment, promotion or transfer to a different department, or upon change in family status implicating this policy, an employee must report in writing any actual or potential conflict with this policy to the employee's department or institution human resource officer.

HISTORY:

New	July 1990
Amended	June 1994
Amended	July 1997
Amended	January 2000