



## POLICY STATEMENT 285 Nepotism

Revision: 0  
Last: Reviewed: December 2022  
Effective: January 4, 2023

**PURPOSE:** Louisiana State University at Alexandria (LSUA) is committed to providing a comfortable, safe, nurturing, and professional work environment for its diverse workforce. The university recognizes the importance of strong personal connections, and being in a rural community, many times those connections include personal and familial relationships outside the scope of LSUA employment. While this can be a benefit, LSUA must also ensure that those close connections are identified and managed in such a way that there is no perceived, or actual, conflicts of interest. The purpose of this policy is to ensure that all employees are hired and evaluated on merit, and that no one receives preferential treatment based on a personal connection or relationship. This policy defines nepotism and establishes campus guidelines to reduce both actual and perceived conflicts of interest arising from nepotism and close personal relationships.

### DEFINITIONS:

1. **Close Personal Relationship:** Relationships including, but not limited to, those by blood, adoption, marriage, domestic partnership, sexual/romantic partners, or business arrangement, that are not otherwise included in the definition of Immediate Family, and which may give rise to a perceived conflict of interest if not disclosed in the context of a personnel-related decision. Examples may include, but are not limited to an individual's grandparent, grandchild, first cousin, uncle, aunt, nephew, niece, stepparent, stepchild, romantic partner, or business partner.
2. **Immediate Family Member:** An individual's children, spouses of children, siblings, spouses of siblings, parents, parents of spouse, and spouse.
3. **Louisiana Code of Ethics:** The Code of Governmental Ethics of the State of Louisiana, as found in Louisiana Revised Statute 42:1101 et seq.
4. **Nepotism:** Favoritism or preferential treatment in any employment or personnel-related decision, including but not limited to hiring, performance evaluations, work assignments, promotions, termination, organizational/departamental structure, or otherwise, arising from a personal relationship rather than based on merit.



5. **Policy Manager:** The Chancellor shall designate an individual(s) and/or department to serve as the Policy Manager who is charged to oversee and ensure compliance with all provisions of this policy. If no designee is officially named, the Policy Manager shall be the Vice Chancellor for Finance and Administrative Services in conjunction with the Director of Human Resources Management.

#### **GENERAL POLICY:**

1. It is the policy of LSUA to recruit, employ, and retain the best-qualified individuals based on merit. To avoid even the appearance of Nepotism and remain good stewards of the public trust, all such decisions must adhere to the highest standards of transparency, accountability, and integrity. As such, this policy establishes guidelines that exceed the minimum requirements of the Louisiana Code of Ethics.
2. LSUA's commitment to reducing actual and perceived conflicts of interest arising from Nepotism requires that current employees not initiate or participate in any personnel action or decision involving a direct (or potential) benefit to a person who is an Immediate Family Member or with whom they have a Close Personal Relationship (e.g., initial appointment, retention, promotion, termination, salary change, leave of absence, tenure, etc.).
3. Any LSUA personnel action involving a current employee and their Immediate Family Member or a person with a Close Personal Relationship must be disclosed to the LSUA Office of Human Resource Management (HRM) or Policy Manager in advance of any such action to establish sufficient safeguards ensuring avoidance of an actual or perceived conflict of interest arising from Nepotism.
4. Pursuant to the Louisiana Code of Ethics and LSU Board of Supervisors' Rules and Regulations, Article II, Section 13, LSUA may not employ a person who is
  - A. An Immediate Family Member of the LSU Board of Supervisors; or
  - B. An Immediate Family Member of the Chancellor; or
  - C. Within a unit supervised by a Vice Chancellor who is an Immediate Family Member; or
  - D. Within a college and/or school led by a dean who is an Immediate Family Member; or
  - E. Within an administrative area led by an Immediate Family Member, whether intervening levels of supervision are present between such administrator and that person.
5. Notwithstanding Section 4, the provisions of the Louisiana Code of Ethics permit the continued employment and advancement of any LSUA employee when an Immediate Family Member becomes the head of the employee's agency, which may be a department, office, division, agency, commission, board, committee, or






other organizational unit, if that employee has been employed at LSUA for at least one year prior.

6. LSUA employees must recuse themselves from any recommendations or decisions involving hiring, appointment, promotion, retention, tenure, or termination for anyone in their Immediate Family or with whom they have a Close Personal Relationship, unless specifically authorized by the Policy Manager after appropriate safeguards have been implemented to avoid a potential conflict of interest.
7. In instances where a supervisor and an employee have a Close Personal Relationship, the supervisor must cede to *their* immediate supervisor all responsibilities for decisions involving direct benefit to that employee unless specifically authorized by the Policy Manager after appropriate safeguards have been implemented to avoid a potential conflict of interest.
8. Violations of this policy may lead to disciplinary actions, penalties, fines and/or termination, under the applicable policies of LSUA, LSU A&M, the LSU Board of Supervisors, and by the laws of the State of Louisiana. The Policy Manager shall review and make a determination on any alleged violation of this policy. That determination may be appealed to an *ad hoc* committee of three, made up of deans, directors, and/or vice chancellors, randomly selected, who will assess the matter and make a recommendation to the Chancellor, whose determination shall be final and unappealable.
9. Upon written request by a Vice Chancellor, submitted with sufficient supporting documentation, the Chancellor may approve an exception to this policy.
10. Specific questions about this policy should be directed to HRM or the Vice Chancellor for Finance and Administrative Services.

#### REFERENCES:

Louisiana Revised Statute 42:1101 et seq.  
Louisiana Revised Statute 42:1119  
LSU Board Rules and Regulations, Article II, Section 13

APPROVED: \_\_\_\_\_

  
Paul Coreil, Ph.D., Chancellor

01/04/2023  
Date