



07.05.99.N0.01 Nepotism

Approved: October 14, 2021

Next Scheduled Review: October 14, 2026

Summary

This document outlines the procedures for ensuring compliance with System Policy 07.05, *Nepotism*. This procedure applies to all employees – budgeted, wage and student employees. It also applies to both initial appointment and continuation of employment.

Definitions

Covered relative – Individuals within the prohibited degrees of relation. See Appendix.

Requirements

1. General

- 1.1. TEEX may employ an employee's covered relative or two covered relatives (see Appendix) provided that neither relative has responsibility for direct or indirect supervision of the other, or authority over any term of condition of the other's employment, including salary or wages. In addition, the covered relatives cannot be working within the same reporting structure. TEEX has defined this as being in the same program area as defined by the Division Director or Administrative department as defined by the Agency Director.
- 1.2. Prior to providing the final applicant with an official offer of employment, the Agency Director, must authorize the employment in writing, including a determination that the covered relatives' supervision complies with System Policy 07.05, *Nepotism*.
- 1.3. This standard administrative procedure applies to all employment types (budgeted, wage, and student).

2. During Recruiting

- 2.1. Human Resources will notify the Assistant Agency Director – Chief Human Resources Officer (CHRO) that the finalist is related to a current employee.
- 2.2. The CHRO will conduct a review of the potential relationship(s) and supervisory structure to ensure compliance with System Policy 07.05, *Nepotism*
 - 2.2.1. The CHRO will consult with the appropriate Division Director or HQ Department Head to determine the report structure.

- 2.3. The review will be provided to the Agency Director who will make the final determination if an offer can be made.
- 2.4. If the review concludes that hiring the finalist would violate System Policy 07.05, *Nepotism*, the applicant will be notified in writing that an offer cannot be extended.
- 2.5. The written authorization will be maintained in both relatives' personnel files.

3. After Initial Hire

- 3.1. If at any time after an employee's initial hire a situation arises that could create the appearance of nepotism, the employee shall promptly report in writing to his or her supervisor the situation and the impacted employees.
- 3.2. The supervisor must immediately notify their Division Director or HQ Department Head as well as the CHRO. The CHRO will then follow the process outlined above.

Quality Assurance Measures

HR will monitor the relative's employment disclosure questionnaire in Workday during the final review.

Related Statutes, Policies, or Requirements

[Tex. Gov't Code Ch. 573](#)

[Texas A&M System Policy 07.05, Nepotism](#)

Appendix

[Degrees of Relationship Listing](#)

Office of Responsibility

Human Resources
979-431-4953

Revision History

Prior to this version, this procedure was published as TEEEX SAP 33.03.99.N0.01, *Nepotism*

APPENDIX

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