

## **DIRECTIVE NUMBER 300-14-12**

**DATE:** February 15, 2013

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Nepotism

### **1.0 Purpose**

1.1 To update agency policy on nepotism.

### **2.0 Reference**

2.1 K.A.R. 1-9-21 and KSA 46-246a.

### **3.0 Definitions**

3.1 Family member means spouse, parent, child or sibling; uncle, aunt, cousin or any relative of a preceding generation as denoted by the prefix of grand or great; step, foster or legally adoptive parents and other relatives of step, foster or adoptive parents (spouse, parent, child or sibling); or parent, child or sibling related by marriage as denoted by the suffix of in-law.

3.2 Household member means a person having legal residence in and living in the employee's place of residence.

3.3 Supervising or managing means having the authority within the agency organizational hierarchy to recommend or approve the individual's appointment, transfer, promotion, demotion, salary, evaluation, suspension, termination, or other similar personnel actions.

### **4.0 Policy**

4.1 No person shall be appointed, promoted, transferred, demoted or otherwise employed in, any position in state service when, as a result, the person would supervise, manage, or be supervised or managed by a member of the person's household or a family member. No employee shall advocate, participate in or cause the appointment, promotion, transfer, demotion or discipline of a member of the person's household or a family member. No exceptions are allowed.

### **5.0 Responsibilities**

5.1 Inform all employees of the contents of this Directive.

## 6.0 Inquiries

6.1 HR Office by email at [human.resources@dol.ks.gov](mailto:human.resources@dol.ks.gov) or 785-296-5000 ext. 2565

## 7.0 Revision History

7.1 April 2016

7.2 December 2016

*Signature on file*

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Lana Gordon, Secretary of Labor

Rescissions: 300-05-03	Expiration Date: Continuous
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