BOBBY JINDAL
GOVERNOR

State of Louisiana

Governor's Office of Homeland Security and Emergency Preparedness

MARK A. COOPER
DIRECTOR

Nepotism
Policy Number: GEN-0014

Issue Date:	**July 26, 2010**
Effective Date:	**July 26, 2010**
Revised Date:	**12/28/09, 7/26/10**
Approval:	Mark A. Cooper, Director

I. POLICY:

In order to minimize the problems associated with the employment of relatives, it is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to limit the employment of relatives within the GOHSEP as defined herein.

No individual may be hired within GOHSEP if that individual is related in the following fashion to another employee who is within his/her line of supervision, and

no individual may be hired within a GOHSEP Section if that individual is related in the following fashion to another employee.

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.

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II. PURPOSE:

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

III. APPLICABILITY:

This policy applies to all GOHSEP employees.

IV. DEFINITION:

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

V. RESPONSIBILITY:

Deputy Directors are responsible for:

Complying with all aspects of this policy.

Assuring that employees under his/her supervision comply with this policy.

Section Chiefs are responsible for:

Complying with all aspects of this policy.

Assuring that employees within the section comply with this policy.

Managers/Supervisors are responsible for:

Complying with all aspects of this policy.

Assuring that the employees under his/her supervision comply with all aspects of this policy.

Employees are responsible for:

Complying with all aspects of this policy.

Alerting their immediate supervisor of their relationship to applicants for positions within GOHSEP.

VI. EXCEPTIONS:

The current employment status of individuals employed prior to the effective date

of this policy shall not be affected; however, future movement between sections of the GOHSEP may be affected.

Requests for additional exceptions to this policy must be submitted to the appointing authority along with specific and compelling justification.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Human Resource office.

VIII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action up to and including termination.