



No person shall be appointed, promoted, transferred, or otherwise employed in any position in the classified or unclassified service, when as a result the person would supervise, manage, or be supervised or managed by a member of the person's household or family. Further, no employee shall advocate for, participate in, or cause the appointment, promotion, transfer, or demotion of, or participate in disciplinary actions regarding a member of the person's household or a family member. It is the employee's responsibility to self-report any relationship changes (i.e., marriage, household members, directly to Human Resources). Failure to do so may result in disciplinary action.

For the purpose of this policy:

**"Family member"** means spouse, parent, child, or sibling; sibling as denoted by the prefix half; parent, child, or sibling denoted by the prefix step; foster child; uncle, aunt, nephew, niece; any parent or child of a preceding or subsequent generation as denoted by the prefix grand or great; or parent, child or sibling related by marriage as denoted by the suffix of in-law

**"Household member"** means a person having legal residence in, or living in the employee's place of residence.

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

All applications for employment, promotion, demotion, or transfer shall complete and sign, at the time of application or interview, the nepotism statement. The Human Resources offices or Human Resources representative for regional offices and Central Office units are to ensure applicants sufficiently understand the department's organizational structure to complete this statement.

The Secretary may appoint an alternative chain of command for decisions related to an employee or a potential employee's appointment, promotion, transfer, advancement and discipline to a non-family member or a household member with written recommendation of the Appointing Authority when enforcement of this policy could result in the non-selection of an employee for a critical position for which there has been demonstrated difficulty in recruiting. All requests for exceptions are to be submitted, in writing, to the Deputy Director of Human Services.

*Reference: K.S.A. 46-246a; K.A.R. 19-40-4; Kansas Governmental Ethics Commission Opinion No. 2003-14 and 1999-9.*