



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.*

*Kansas Department for Aging and Disability Services*

**Nepotism Statement**

Kansas law and regulation prohibits the appointment, promotion or transfer of any person **if**, as a result of such action, the person would supervise, receive supervision from, or have the opportunity to affect employment conditions for, a member of the person's family or household. The policy **does not prohibit** a person's appointment, promotion or transfer **if** such action would not result in any of those circumstances listed above.

Please answer the questions below, asking for assistance if you have questions.

\_\_\_\_\_ I have no relatives or household members presently employed by  
KDADS

\_\_\_\_\_ The following people are family and/or household members  
employed by KDADS

Name	Relationship	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please attach additional sheet if additional space is necessary)

Failure to disclose relationships may result in disqualification for employment with  
Kansas Department for Aging and Disability Services.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Reviewed By

\_\_\_\_\_  
Date