



Employment of Relatives - Nepotism Disclosure

Name

Date

Check here if this does not apply.

SUBJECT: [Employment of Relatives](#)
Section: 13 Employment of Relatives

13. EMPLOYMENT OF RELATIVES

13.1 No head of a department or institution may appoint a member of their immediate family to a position under their control or direction. (See Nepotism, N.D.C.C. 44-04-09).

13.2 When two or more members of the same immediate family are employed in the same department or institution, the head of the department or institution shall reassign responsibility for performance evaluations, salary recommendations, disciplinary actions, and other supervisory authority as necessary in order to eliminate any conflict or potential conflict of interest in the exercise of that authority.

13.2.1 Immediate family means a grandparent, parent, father-in-law, mother-in-law, spouse, child, son-in-law, daughter-in-law, brother, stepbrother, sister, stepsister, or grandchild.

13.3 Each campus shall establish and maintain specific procedures which identify and act upon instances of nepotism.

Disclose relatives working for Valley City State University

Name	Relation

Signature

Date