



Department of Military & Veterans Affairs

Policy Statement

Policy Title:	Nepotism Policy
Effective Date:	01 April 2014
Summary:	Provides Policy on the Employment of Relatives at DMVA
Applicability:	All State Employees of DMVA
Staff Proponent:	Human Resources
Supercedes:	01 January 2007

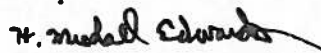
The Department of Military & Veterans Affairs recognizes Colorado statutes addressing employment decisions regarding professional relationships with relatives in the areas of hiring, promotion, reporting relationships, access to confidential information and handling of monies. It is the policy of the Department of Military & Veterans Affairs not to employ relatives in any capacity (employment including, but not limited to, internships, temporary appointments, independent contractors, personal services, volunteers, and/or student workers) of an employee's line of authority or within the same division as a related employee.

1. Relatives include those who are related by blood, spouses, children, adopted children, step-children, half siblings, parents, step-parents, brothers and sisters, step-sister, step-brother, nephews, nieces, aunts, uncles, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, parents, grandparents, grandchildren, first cousin, domestic partnerships, domestic partner's relatives, or other personal relationships including co-habitation.
2. Personnel in the above degree of relationship will not be hired, promoted, placed in a line of authority, given access to personal and/or confidential information, work in the same division (i.e. Army, Air, CAP, Executive Director's Office, or Veterans Affairs), put in roles which have the potential for influencing employment decisions, where one party would handle confidential material that creates improper or inappropriate access to that material by the other, where one party would be responsible for auditing the work of the other, be in a position to handle or access to money or manipulation of funds which is the responsibility of the family member, where two members from different divisions could influence the final outcome of projects and/or policy decisions, or other circumstances that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the Department of Military & Veterans Affairs.

3. When a relationship, as described above occurs during employment, the two employees may remain in their positions provided they are not in conflict with the restrictions stated in this policy. If a conflict is created by the relationship, the Department of Military & Veterans Affairs will attempt to arrange a transfer or change in position. If a suitable transfer/change in position is not available, one of the employees must resign or will be laid off in accordance with State of Colorado Personnel Rules. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved. If a mutual agreement is unattainable, the Deputy Director will determine, in the State's best interest, the employee to be transferred or separated.
4. This policy shall apply to all employees in the Department of Military & Veterans Affairs.
5. This policy is effective immediately. Already current existing relationships that fall into the above categories are exempt from the provisions of this policy unless a conflict should occur, at which time it must be reviewed by the Deputy Director with the Director of Human Resources to determine the appropriate resolution. If one party should leave employment and later wish to return to the former position and the relative relationship continues to exist, the returning employee is no longer exempt from this policy.

When a department wishes to hire an employee's relative, the supervisor should submit a written request to the Human Resources Director prior to any offer of employment to the potential candidate. The Human Resources Director and the Deputy Director are responsible for approving or denying the appointment/hire.

Official:



H. Michael Edwards
The Adjutant General

Distribution: DMVA Employees
DMVA Website
State Employee Supervisors