



Nepotism and the Disclosure of Employment Relatives Form Frequently Asked Questions

What is Nepotism?

Nepotism refers to employment favoritism shown to relatives or similar relationship.

What is the reason for the nepotism policy [07.05 Nepotism](#)?

The purpose of the policy is to insure that critical employment or other business decisions are made fairly and are based on objective factors rather than because of favoritism. Apart from sacrificing quality, favoritism or the appearance of favoritism can trigger mistrust, undermine morale, loyalty or judgement, impede appropriate decision-making, lead to a loss of productivity, or even generate legal challenges based on allegations of discriminatory treatment.

What do I do if I have previously completed a form documenting a covered relative?

You will not need to complete the electronic or paper process again. Instead, send in your prior approval form via email to Employee Relations Department (ER) at Employee-Relations@tamu.edu. ER will add the form into the electronic platform (Laserfiche).

Who are covered relatives?

Covered Relatives as defined in the Standard Administrative Procedure 07.05.99.M0.01, *Nepotism* are “individuals related to each other within the third degree by consanguinity (blood) or the second degree by affinity (marriage).”

Relatives by Consanguinity (Blood)	Relatives by Affinity (Marriage)
Parent	Spouse
Child	Spouse's child
Sibling	Spouse's parent
Grandparent	Spouse's sibling
Great-Grandparent	Spouse's grandparent
Great-Grandchild	Spouse's grandchild
Aunt (Sister of parent)	Child's spouse
Uncle (Brother of parent)	Parent's spouse
Nephew (son of sibling)	Sibling's spouse
Niece (daughter of sibling)	Grandparent's spouse
	Grandchild's spouse

Why do we have a paper and electronic form?

The electronic process is to help streamline the routing of the form; some employees may prefer the paper process. Email Employee Relations at Employee-Relations@tamu.edu if you would like to use a paper form.

What are the consequences for violating the Policy?

In accordance with appropriate university policies and procedures, violation of the nepotism policy may result in disciplinary action up to and including termination.

Who decides if there is a policy violation (07.05 Nepotism)?

If there is an alleged policy violation, Employee Relations should be consulted. Employee Relations will then consult with the Texas A&M University System's Office of General Counsel to determine if a violation exists.

What do I do if I think a Potential Nepotism Problem Exists?

You should speak with your supervisor about your concerns to determine if there is in fact an issue. If your supervisor decides that your concerns are valid, s/he will discuss appropriate strategies for resolving the problem with Employee Relations. If you think there is a potential problem and you are the person with the relevant decision-making authority (rather than someone else), you should bring the matter to the attention of the appropriate Department Head, Dean or ER.

What if my Supervisor is the employee I think is in violation of the policy?

If you think your supervisor is showing favoritism in violation of the policy, you should discuss your concerns with your supervisor's immediate superior or with Employee Relations.

I'm the Supervisor of my Department and have just married a colleague who reports to me. What do I do now?

When a problematic relationship begins after both parties are employed, the individual with supervisory or decision-making authority should immediately report the matter to the responsible Dean, Department Head or ER, who will determine whether or not a set of non-preferential procedures can be created and implemented to avoid actual or apparent favoritism.

How do I log in to Laserfiche to access the form and get the appropriate approval?

Use the link on the Disclosure of Employment of Relatives Process webpage employees.tamu.edu/er/nepotism and use the log in instructions provided.

Do I need to fill out this form if I work for Texas A&M but my covered relative works for a system agency?

No, you do not need to fill out this form. The process only applies to Texas A&M University employees and does not apply to any covered relative that might work within a system agency such as TEEEX, TEES, TEAS or AgriLife. Each of those system agencies have their own process for reporting a covered relative within their reporting structure.

If I am applying for a job as a new applicant do I still need to fill out this form?

Yes, you will still need to fill out the form if you have identified within your application that a covered relative works for Texas A&M University. Please contact our Talent Management department at jobs@tamu.edu.

Who do I contact if I have questions about this policy?

Contact Employee Relations Department at Employee-Relations@tamu.edu or call 979.862.4027 if you have any questions about the Disclosure of Employment of Relatives Process.