

POLICY & PROCEDURES MEMORANDUM



Title: Nepotism
Effective Date: 02/10/08
Date of Last Revision: 02/10/08
Review Date: 02/10/08
Cancellation:
Office: Human Resources (HR)

Nepotism

It is the policy of Louisiana Technical College (LTC) to seek the most qualified persons to fill its teaching, administrative, and staff positions. In adherence to this policy members of the same family may not be appointed to faculty and staff positions in the same department. In addition, no family member may have direct or indirect supervision over the progress, performance, pay, or welfare of another, and together they may not be involved with matters of financial controls and physical inventories of College properties.

Policy Reference: Louisiana Revised Statutes 42:1119
Acts 1979, No. 443, §1, eff. April 1, 1980; Amended by Acts 1982, No. 640, §1; Acts 1992, No. 598, §1; Acts 1995, No. 196, §1, eff. June 14, 1995; Acts 1997, No. 329, §1; Acts 1997, No. 342, §1, eff. June 20, 1997; Acts 1999, No. 1349, §2, eff. July 12, 1999.
LCTCS Policy # 6.009

Review Process:

<input checked="" type="checkbox"/>	Reviewing Council/Entity	Review Date	Effective Date
<input checked="" type="checkbox"/>	Human Resources Committee	07/26/05	
<input checked="" type="checkbox"/>	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

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SIGNATURE

James R. Sawtelle, III
Vice President for Career & Technical Education



**Nepotism
Procedures and Specific Information**

547.1 SCOPE AND APPLICABILITY

It is the policy of Louisiana Technical College (LTC) to seek the most qualified persons to fill its teaching, administrative, and staff positions.

In adherence to this policy members of the same family may not be appointed to faculty and staff positions in the same department.

In addition, no family member may have direct or indirect supervision over the progress, performance, pay, or welfare of another, and together they may not be involved with matters of financial controls and physical inventories of College properties.

547.2 DEFINITIONS

547.3.1 *Nepotism* – Is favoritism, as in appointment to a job, based on kinship.

547.3.2 *Members of the same family* - For the purpose of this policy, members of the same family include spouses, domestic partners, children, stepchildren, wards, grandchildren, parents, grandparents, siblings, in-laws, uncles, aunts, nieces, nephews, and cousins.

547.3 EXCEPTIONS

Under certain situations, the Appointing Authority and/or Regional Director authorizes the employment of persons from the same economic unit or the same immediate family, although a separate economic unit, when their individual qualifications are such that they represent the best possible choice for a given position, and the position was appropriately advertised. However, such employees may not be employed in a situation where one member may have direct administrative responsibility for the other.

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SIGNATURE

A handwritten signature in blue ink that reads "James R. Sawtelle III". The signature is written in a cursive style with a prominent flourish at the end.

James R. Sawtelle, III
Vice President for Career & Technical Education