

Texas A&M AgriLife Extension Service Procedures

07.05.99.X0.01 | Nepotism

Approved: February 11, 2025

Next Scheduled Review: February 11, 2030



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PROCEDURE SUMMARY

An employee of Texas A&M AgriLife Extension (AgriLife Extension) must not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a position that is to be directly or indirectly compensated from public funds or fees of office if the individual is a covered relative of the employee as provided in this procedure. This prohibition for any Texas A&M University System (System) employee with authority to make or confirm appointments includes the supervision or authority over any term or condition of a covered relative's employment.

Nepotism on sponsored projects is addressed separately as a financial conflict of interest under System Regulation 15.01.03, *Financial Conflicts of Interest in Sponsored Research*. Disclosures will be captured via Huron and approvals obtained with the AG-722.

An employee's consensual relationship with an individual who is not the employee's spouse is addressed by System Regulation 07.05.01, *Consensual Relationships*, rather than this procedure.

PROCEDURES AND RESPONSIBILITIES

1.0 EMPLOYEE COVERED RELATIVES

- 1.1 An AgriLife Extension employee must not approve or confirm a covered relative's appointment, reappointment, employment, reemployment, change in status, compensation, or discipline, including dismissal.
- 1.2 AgriLife Extension may employ an employee's covered relative (see [Appendix](#)) provided that:
 - (a) Neither relative has responsibility for direct or indirect supervision of the other, or authority over any term or condition of the other's employment, including salary or wages as provided in Section 1.2.2, and
 - (b) The Director of Extension or designee has authorized the employment in writing, including a determination that the covered relatives' supervision complies with this policy.
- 1.2.1 The supervision of covered relatives must meet one of the following conditions:
 - (a) each relative must be outside the other's reporting structure; or
 - (b) each relative must be supervised by an employee at an equivalent or higher, more senior level than either relative.
- 1.2.2 For covered relatives within the same reporting structure, this supervision requirement can be satisfied through a primary or secondary supervisory relationship. A secondary supervisory relationship means that a covered employee's primary supervisor reports to a secondary supervisor meeting the requirements of this subsection for all matters relating to the covered employee's employment. Examples of primary and secondary supervisory relationships that comply with this policy are found in the [Appendix](#).

- 1.3 The written authorization of a covered relative's employment and supervision and the details of the covered employee's supervision will be maintained in both relatives' general payroll files in Laserfiche.
- 1.4 The conditions described in Section 1.2 apply to both initial appointment and continuation of employment.
- 1.5 The employment of a covered relative of the Director of Extension is not permitted unless authorized in writing by the Chancellor in accordance with System Policy 07.05, Section 2.4.

2.0 OFFER OF EMPLOYMENT REVIEW PROCEDURE

- 2.1 Applicants for employment via Workday must indicate if they have covered relatives that are employed by the Texas A&M System.
- 2.2 All prospective employees recruited outside of Workday, such as, but not limited to, student workers, temporary/casual workers, and graduate assistants, will indicate if they have covered relatives that work for the Texas A&M System via the *Background Check Request Form – AG-473*.
- 2.3 After accepting an offer of employment, applicants indicating they have a covered relative per section 2.1 or 2.2 must complete the AG-722, *Nepotism Disclosure Form* given to them by the Human Resources unit contact. The AG-722 must be returned to the Human Resources unit contact.
 - 2.3.1 If either the disclosing applicant or current AgriLife Extension employee is involved in research, the Human Resources unit contact will arrange for the completion of Section 3 of the AG-722.
 - 2.3.2 If either the disclosing applicant or current AgriLife Extension employee will have authority over the other that will affect the terms and conditions of employment, the Human Resources unit contact will arrange for the completion of Section 4 of the AG-722 documenting the new structure of supervision. Department/Unit Head approval is required for a change in the supervision structure.
- 2.4 Completed AG-722 forms are to be routed to AgriLife Ethics and Compliance for review. AgriLife Ethics and Compliance will consult with Human Resources in situations involving a change in supervisory structure.
 - 2.4.1 Forms with relatives listed that meet the criteria in Section 1.2 will be routed to the Director of Extension for approval.
 - 2.4.2 Approved forms will be sent back to the Human Resources unit contact to be placed in Work in Progress - Payroll in Laserfiche and will be moved to the general payroll file by Human Resources.
 - 2.4.3 Forms for relatives not needing Director approval, outside the scope of Section 1.2, will be sent to the Human Resources unit contact to be placed in Work in Progress - Payroll in Laserfiche and will be moved to the general payroll file by Human Resources.

3.0 EMPLOYMENT ACTIONS REVIEW PROCEDURES

- 3.1 Employment actions, such as internal promotions, transfers, demotions, restructuring, and reduction in force, are reviewed by the Human Resources unit contact.
- 3.2 If the requested employment action results in a covered relative having responsibility for direct or indirect supervision of the other or authority over any term or condition including salary or wages of the other's employment, the unit/department will develop an alternative reporting structure that complies with Section 1.2.1.
- 3.3 Any alternative reporting structure developed in section 3.2 requires an approved AG-722.

4.0 REPORTING POTENTIAL CONFLICTS OF INTEREST

- 4.1 An employee must promptly report to their supervisor in writing using the AG-722 any situation involving a covered relative or any other family member that could create the appearance of a conflict of interest for the employee in their official capacity.

5.0 RECORDS

The written authorization of a covered relative's employment and supervision and the details of the covered employee's supervision must be maintained in both relatives' general payroll files. Reports of potential conflicts of interest that have been mitigated per Section 4.1 will be maintained in both the employee's and the relative's general payroll file.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 15.01.03 Financial Conflicts of Interest in Sponsored Research](#)

[System Policy 07.05, Nepotism](#)

[System Regulation 07.05.01 , Consensual Relationships](#)

[AgriLife Extension Procedure 33.99.99.X0.02, Official Personnel File](#)

[AgriLife Form AG-473, Background Check Request Form](#)

[AgriLife Form AG-722, Nepotism Disclosure Form](#)

APPENDIX

[Degrees of Relationship Listing](#)

[Primary and Secondary Supervisory Relationships Examples](#)

CONTACT OFFICE

Questions regarding this procedure should be referred to AgriLife Ethics & Compliance at nepotism@ag.tamu.edu,

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