

Chancellor's Memorandum  
**CM-12 - Nepotism Policy**

Issued: July 12, 1979

Revised: November 28, 2022

**I. PURPOSE**

LSU Health Sciences Center at New Orleans (LSUHSC-NO) is committed to ensuring that all employees are hired and evaluated on merit, and that no one receives preferential treatment based on a personal relationship. This policy defines nepotism and establishes campus guidelines to reduce both actual and perceived conflicts of interest arising from nepotism.

**II. DEFINITIONS**

1. **Close Personal Relationship:** Relationships including, but not limited to, those by blood, adoption, marriage, domestic partnership, sexual/romantic partners, or business arrangement, that are not otherwise included in the definition of Immediate Family and which may give rise to a perceived conflict of interest if not disclosed in the context of an employment or admissions-related decision. Examples may include but are not limited to an individual's grandparent, grandchild, first cousin, uncle, aunt, nephew, niece, step-parent or step-child.
2. **Immediate Family Member:** An individual's children, spouses of children, siblings, spouses of siblings, parents, spouse, and parents of spouse.
3. **Louisiana Code of Ethics:** The Code of Governmental Ethics of the State of Louisiana, as found in Louisiana Revised Statute 42:1101 et seq.
4. **Nepotism:** Favoritism or preferential treatment in any employment or admissions-related decision, including but not limited to hiring, performance evaluations, work assignments, promotions, academic program admissions, or otherwise, arising from a personal relationship rather than on the basis of merit.

**III. GENERAL POLICY**

1. It is the policy of LSUHSC-NO to recruit, employ, admit, and retain the best-qualified individuals solely on the basis of merit. To avoid even the appearance of Nepotism and remain good stewards of the public trust, all such decisions must adhere to the highest standards of transparency and integrity. As such, this policy establishes guidelines that exceed the minimum requirements of the Louisiana Code of Ethics.
2. LSUHSC-NO's commitment to reducing actual and perceived conflicts of interest arising from Nepotism requires that current employees not initiate or participate in any LSUHSC-NO decision involving a direct or potential benefit to a person who is an Immediate Family Member or with whom they have a Close Personal Relationship (e.g. initial appointment, retention, promotion, academic program admission, salary change, leave of absence, tenure, etc.).
3. Any LSUHSC-NO employment action involving a current employee and their Immediate Family Member or person with a Close Personal Relationship must be disclosed to the LSUHSC-NO Office of Human Resource Management (HRM) in advance of any such action to establish sufficient safeguards ensuring avoidance of an actual or perceived conflict of interest arising from Nepotism.

4. Pursuant to the Louisiana Code of Ethics and the LSU Board Rules and Regulations, Article II, Section 13, LSUHSC-NO may not employ a person who is
  - a. An Immediate Family Member of the LSU Board of Supervisors; or
  - b. An Immediate Family Member of the Chancellor; or
  - c. Within a unit supervised by a Vice Chancellor who is an Immediate Family Member; or
  - d. Within a school led by a Dean who is an Immediate Family Member; or
  - e. Within an administrative area led by an Immediate Family Member, whether or not intervening levels of supervision are present between such administrator and that person.
5. Notwithstanding Section 4, the provisions of the Louisiana Code of Ethics permit the continued employment and advancement of any LSUHSC-NO employee when an Immediate Family Member becomes the head of the employee's agency, which may be a department, office, division, agency, commission, board, committee, or other organizational unit, as long as that employee has been employed at LSUHSC-NO for at least one year prior.
6. LSUHSC-NO faculty members must recuse themselves from any recommendations or decisions involving faculty hiring, appointment, promotion, retention, or tenure for anyone in their Immediate Family or with whom they have a Close Personal Relationship unless specifically authorized by HRM after appropriate safeguards to avoid a potential conflict of interest have been implemented.
7. In cases in which a supervisor and an employee have a Close Personal Relationship, the supervisor must cede to *their* immediate supervisor all responsibilities for decisions involving direct benefit to that employee unless specifically authorized by HRM after appropriate safeguards to avoid a potential conflict of interest have been implemented.
8. Violations of this policy may lead to LSUHSC-NO disciplinary penalties and/or to fines under the applicable laws of the State of Louisiana. HRM shall review and make a determination on any alleged violation of this policy. That determination may be appealed to an *ad hoc* committee of three deans and/or vice chancellors, randomly selected, who will assess the matter and make a recommendation to the Chancellor, whose determination shall be final and unappealable.
9. Upon written request by a Dean or Vice Chancellor, submitted with sufficient supporting documentation, the Chancellor may approve an exception to this policy.
10. Specific questions about this policy should be directed to HRM.

#### **IV. REFERENCES**

Louisiana Revised Statute 42:1101 et seq.

Louisiana Revised Statute 42:1119

LSU Board Rules and Regulations, Article II, Section 13