

Appointment of Related Person Policy

DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE INSTITUTIONAL POLICY	
SUBJECT:	Appointment of Related Person
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DATE:	2/12/15
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DATE:	2/12/15
SUPERSEDES:	N/A
REFERENCES:	State of Nevada Personnel Manual: NRS 230.11.3 & 281.210, NAC 284.375 NAC 284.377.
ATTACHMENTS:	A: Survey of Family Relationships – Employment Restrictions.

I. POLICY

To authorize and set forth the positions that an appointing authority may authorize of persons within the Division of Child and Family Services, Juvenile Justice Services program in accordance with subsection 1 of the Nevada Administrative Code 284.375.

II. DEFINITIONS

As used in this document, the following definition shall apply:

- Commission: Personnel Commission

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- Direct Line of Authority: Chain of Command
- Appointing Authority: Administrator of the Division or the designee
- Division of Child and Family Services: Nevada State Agency

III. PURPOSE

- A. NRS 281.210 prohibits the appointment of a person to a position into classified service if upon his or her appointment, will be in the direct line of authority of the following:
 - a) A spouse, child, parent or sibling of the person.
 - b) The spouse of a child, parent or sibling of the person; or
 - c) The aunt, uncle, niece, nephew, grandparent, grandchild or first cousin of the person.
 - d) A person with whom he or she is in a dating relationship.
- B. The Division has positions in less populated areas of Nevada which make the enforcement of the prohibitions of subsection 1 of NAC 284.375 impracticable and create an undue burden on the Division and impact recruitment and retention initiatives. The appointing authority may authorize the appointment of a person in violation of subsection 1 of NAC 284.375 in accordance with subsection 2 of NAC 284.375 and this policy.

IV. PROCEDURES

- A. The following positions within Juvenile Justice Services are considered difficult to recruit:
 - 1. Nurse
 - 2. Vocational Teachers
 - 3. Career Technical Teachers
 - 4. Mental Health Counselors II
 - 5. Group Supervisor Classification
- B. The appointing authority may consider additional positions for this policy if the appointing authority can justify a difficulty in recruiting applicants for the position and can prove diligent efforts.
- C. Employees are responsible to report any changes in consanguinity or affinity relationship status or family relationship within 10 business days of occurrence as applies to this policy.
- D. Any potential appointment of a relative of any employee must involve a discussion between the respective Superintendent, Chief of Parole, the Deputy Administrator, and the Human Resource Chief. At the time the interview, the candidate must disclose all relatives currently working for the Department of Health and Human Services in the Survey of Family Relationships-Employment Restrictions.