

**NORTHERN PLAINS AREA  
Policy Memorandum**

<b>DATE:</b>	June 22, 2009
<b>SUBJECT:</b>	Employment of Personnel Related by Blood or Marriage at the Location
<b>NUMBER:</b>	PM-05-004
<b>EFFECTIVE DATE:</b>	Immediately Until Replaced or Superseded (Replaces PM-05-004 dated March 14, 2008)

**1. Purpose**

This Policy Memorandum is to set forth the Northern Plains Area (NPA) policy regarding the hiring of relatives (personnel related by blood or marriage) at the Location.

**2. Policy**

The Northern Plains Area Office maintains the policy of hiring the best qualified persons available for all work positions. The Area Office recognizes that there may be rare occasions in which the best qualified person is related, by blood or marriage, to an incumbent NPA employee.

**3. Procedures**

In order to adhere to the highest ethical standards and to avoid any perception of nepotism, the following procedures must be followed before such hires will be considered for approval. This applies to all positions: permanent, temporary, full-time, part-time, professional, wage grade, student, and those under specific cooperative agreements and RSAs.

a. The Hiring Official must make a comprehensive effort to fill the position with an applicant not related by blood or by marriage to any incumbent employee at the location.

b. After exhaustive efforts to seek applicants, if a relative of an incumbent employee is deemed to be the best qualified person available, the relative may be hired with the following stipulations:

(1) The Research Leader (RL) of the management unit will submit detailed written documentation of recruitment procedures and justify the need to hire the relative of a current employee (see attached Recruitment Procedures Form). The Administrative

Officer (AO) will review and sign concurrence. The Area Director will approve or disapprove the action.

(2) If the action is approved, the RL of the management unit is responsible for insuring that all supervision regulations are followed properly.

(3) During the term of employment, written quarterly reports will be submitted to the Area Director by the RL with concurrence by the AO that describe and verify the new employee's supervisor and duties/work assignments for that time period as well as the supervisor of the incumbent relative and work assignments (see attached Quarterly Report Form).

(4) Any change in supervisor will require Area Director approval before action is taken.

**4. Point of Contact**

For further information please contact the Area Human Resources Department.

/s/  
W.H. BLACKBURN  
Area Director  
Northern Plains Area

**EMPLOYMENT OF PERSONNEL RELATED BY BLOOD OR MARRIAGE**  
**AT THE LOCATION**

**RECRUITMENT PROCEDURES**

\_\_\_\_\_  
**Position Title and Announcement Number**

\_\_\_\_\_  
**Closing Date**

\_\_\_\_\_  
**Management Unit**

\_\_\_\_\_  
**Location**

\_\_\_\_\_  
**Research Leader**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administrative Officer**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

1. Describe in detail the recruitment procedures that were followed to seek applicants for this position, e.g., time frame of search, organizations/individuals contacted, MU staff involvement, and other pertinent actions taken to insure a viable applicant pool.
  
2. List the applicants that were designated as qualified for this position and the status of each in regard to employment for this position.
  
3. If no viable applicant pool was formed, describe the actions taken to remediate that situation.
  
4. List the applicants that were interviewed for this position, the dates of the interviews, and personnel participating in interviews. Explain your assessment of interview results.
  
5. Based on the above information, justify your assessment that the relative of an incumbent employee is the best qualified available candidate for this position.
  
6. Describe the actions you will take to insure that supervision regulations regarding nepotism are strictly enforced.

**Approved / Disapproved.**

\_\_\_\_\_  
**Area Director**

\_\_\_\_\_  
**Date**

**EMPLOYMENT OF PERSONNEL RELATED BY BLOOD OR MARRIAGE**  
**AT THE LOCATION**

**QUARTERLY REPORT TO AREA OFFICE**

For quarter beginning (MM/DD/YY) \_\_\_\_\_ and ending (MM/DD/YY) \_\_\_\_\_

**Management Unit and Location** \_\_\_\_\_

**New Employee's Name** \_\_\_\_\_

**New Employee's Position/Title** \_\_\_\_\_

**Name of New Employee's Supervisor** \_\_\_\_\_

**Position of New Employee's Supervisor** \_\_\_\_\_

**Name of Incumbent Relative** \_\_\_\_\_

**Incumbent Relative's Position/Title** \_\_\_\_\_

**Name of Incumbent Relative's Supervisor** \_\_\_\_\_

**Position of Incumbent Relative's Supervisor** \_\_\_\_\_

List and describe the work assignments of new employee for referenced time period:

List and describe the work assignment of incumbent relative in same location for referenced time period:

Describe in detail any job-related interaction that occurred between the related employees. Include team assignments; laboratory, field, or office work; meetings; seminars; field days; etc.

**Verified as true and accurate by the following Management Unit administrators:**

_____	_____	_____
Research Leader	Signature	Date

_____	_____	_____
Administrative Officer	Signature	Date

**Area Director Concurrence:**

_____	_____
Area Director	Date