LOUISIANA HOUSING CORPORATION

POLICY NO. 6

SUBJECT: NEPOTISM

I. POLICY:

In order to minimize the problems associated with the employment of relatives, it is the policy of the Louisiana Housing Corporation to limit the employment of relatives within the Corporation as defined herein.

No individual may be hired within the same section of a relative. Additionally no individual may be hired if that individual is related in the following fashion to another employee who is within his/her line of supervision:

Son	Aunt	Grandmother
Daughter	Uncle	Grandfather
Brother	Niece	Grandchildren
Sister	Nephew	Step-mother
Husband	Mother	Step-father
Wife	Father	Step-child

For the purpose of this policy, the term "relative" shall apply to those established by blood, marriage ("in-law" relationships), adoptions, or other legal relationships.

II. PURPOSE:

This policy is intended to prevent situations which create an ineffective and non-productive work environment.

III. APPLICABILITY:

This policy shall apply to all employees of the Louisiana Housing Corporation.

This policy shall apply to all types of employment to include promotions, demotions, transfers, and all other methods of filling positions.

IV. RESPONSIBILITY:

Employees are responsible for:

1. Adhering to the stipulations as outlined in this policy.

2. Complying with all aspects of this policy and immediately bringing violations to the attention

of a supervisor.

3. Alerting the supervisor of their relationship to applicants for positions within the section.

V. EXCLUSIONS:

The current employment status of individuals employed upon the original effective date of this policy shall not be affected.

Future movement between sections of the Corporation could, however, be affected. For example, movement to a position within a section as the supervisor or subordinate of a relative of the above listed degree will be prohibited.

Requests for exceptions to this policy should be submitted to the Appointing Authority along with specific and compelling justification.

Nothing in this policy shall interfere with the rights of employees to displace other employees as a result of layoffs regardless of the position to be affected.

VI. QUESTIONS:

Questions regarding this policy should be directed to the Human Resources Director.

Approved by:

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Date