

## 13 – Employment of Relatives

### Purpose:

The purpose of this operational procedure is to establish procedures for Bismarck State College (BSC) employees in regard to the employment of relatives.

### Definitions:

**Immediate family:** parent (by birth or adoption), spouse, child (by birth or adoption), stepchild, sibling (by whole or half blood or adoption), sibling-in-law, or child-in-law.

**Supervisory authority:** the authority to appoint, employ, hire, assign, transfer, promote, evaluate, reward, discipline, demote, or terminate.

### Procedure:

1. During New Employee Orientation (NEO) employees complete an Employment Data Form. On this form the employee will report any immediate family member that is employed at BSC.
2. A BSC HR/Payroll department employee will review these forms and notify the Chief Human Resources Officer when a new employee has indicated they have an immediate family member employed with BSC. The forms are saved in the employee's personnel file.
3. The Chief HR Officer will review the immediate family members' employment for the following:
  - a. No head of a department or NDUS entity may appoint a member of their immediate family to a position under their control or direction. (See N.D.C.C. § 44-04-09).
  - b. Supervisory authority.
4. If supervisory authority is found the Chief HR Officer and appropriate administrator(s) of the related employees shall reassign responsibility for supervisory authority as necessary in order to eliminate any conflict or potential conflict of interest between the immediate family members. When reassigning supervisory authority, the reassignment will be to a higher level of authority unless otherwise approved by the BSC President.
5. The HR Department will track this reporting for future use/review if an employee transfers or becomes related to another employee on campus.
6. If employees become related while employed with BSC, they are required to immediately report the relationship to the HR Department.

### References:

[SBHE Human Resources Policy: 13 Employment of Relatives](#)  
[North Dakota Century Code t44c04 \(ndlegis.gov\)](#)

**History of This Procedure:**

First procedure: August 1<sup>st</sup>, 2025.

Approved by Nicole Mikkelsen on July 31<sup>st</sup>, 2025.