



**STATE OF ALASKA**  
**DECLARATION OF FAMILIAL RELATIONSHIPS**  
**AND NEPOTISM WAIVER**

Appointing Department or Agency:	Date:
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**A. DECLARATION**

The department is reporting the appointment or change in position of an individual who has a familial relationship with a current employee(s) of the department (or agency). Familial relationship includes immediate family members including another person cohabiting in a conjugal relationship that is not a legal marriage and those individuals who are related by blood or marriage within and including the second degree of kindred as indicated on the reverse chart (page 2 of 2).

NEW EMPLOYEE		EMPLOYEE CHANGING POSITIONS	
Name (Last, First, MI):		Division/Section:	
Location:	Class Title:	PCN:	

CURRENT EMPLOYEE(S)			
Name:	Relationship:	Division/Section:	
Location:	Class Title:	PCN:	
Name:	Relationship:	Division/Section:	
Location:	Class Title:	PCN:	

**B. NEPOTISM WAIVER**

When a familial relationship exists, an approved Nepotism Waiver is required prior to a final job offer being made to a classified or a partially exempt position. A Nepotism Waiver will not be approved if there is an employment or direct supervisory relationship between the named individual and the current employee(s) or the employee otherwise has authority to take or to withhold official action affecting the terms or conditions of the immediate family member's employment in a manner that violates state law.

<i>I certify there will not be an employment or direct supervisory relationship between the named individual and the current employee(s).</i>		
Signature of Appointing Authority:	Printed Name:	Date:
Phone Number:	Email Address:	

**C. DETERMINATION:**

☐ Approved\*

☐ Not Approved

☐ Acknowledged\*\*

Comment:		
Signature: Commissioner or authorized designee	Printed Name:	Date:

\*Approval/acknowledgement is for the specified position only. Change in duties, working relationship, position, or employee status will require a new approval. Any change in the above reported position or organizational status that creates an employment or direct supervisory relationship voids this particular approval.

\*\*Pertains only to exempt appointment / position changes.



# STATE OF ALASKA

## DECLARATION OF FAMILIAL RELATIONSHIPS AND NEPOTISM WAIVER

	Applies To:		
	Partially Exempt, Classified and Exempt		Partially Exempt & Classified
	Nepotism Statute	Executive Ethics Act	Personnel Rules
<b>Family Relationships Prohibited</b>	AS 39.90.020	39.52.120; 39.52.150; 39.52.960(11)	2 AAC 07.950; 2 AAC 07.999
Spouse	X	X	X
Biological Child	X	X	X
Adoptive Child		X	
Step Child		X	X
Parent	X	X	X
Step Parent		X	X
Parent-in-law		X	X
Step Parent-in-law		X	X
Sibling	X	X	X
Half sibling	X		X
Step Sibling			X
Sibling of Spouse		X	X
Sibling-in-law		X	X
Step Sibling-in-law			X
Grandparent	X	X	X
Step Grandparent			X
Grandparent-in-law			X
Aunt or Uncle		X	
Step Aunt or Uncle			
Aunt or Uncle-in-law			
Cousin			
Grandchild	X		X
Step Grandchild			X
Conjugal Relationship		X	

Under no circumstances may an individual be appointed to a classified, partially exempt or exempt position if an employment or direct supervisory relationship will exist with an immediate family member or an individual who is related by blood or marriage within and including the second degree of kindred.