

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

**To: Commissioner**  
**Department of**

**Date:**

**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 attached chart.

NEW EMPLOYEE OR 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 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 the authority to take or 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 that 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:

C. In accordance with AAM 100.050 and/or 2 AAC 07.950(c) your declaration is:

Approved\*

Not Approved

Acknowledged\*\*

Comments:	
Signature of Commissioner or his/her Designee:	Date:

\*Note that approval is for this specified position only. Any change in duties, working relationships, status or position of either employee(s) will require a new approval. Any change in position or working conditions which creates an employment or direct supervisory relationship voids this approval.

\*\*Exempt appointments/position changes only.

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**Family Relationships**

	<b>Applies To:</b>		
	Partially Exempt, Classified and Exempt		Partially Exempt & Classified
	Nepotism Statute	Executive Ethics Act	Personnel Rules
<b>Family Relationship</b>	AS 39.90.020	39.52.960(11)	2 AAC 07.999(37) 2 AAC 07.950
Spouse	X	X	X
Biological Child	X	X	X
Adoptive Child		X	
Step Child		X	X
Parent	X	X	X
Step Parent			X
Parent-in-law		X	X
Step Parent-in-law		X	X
Sibling	X	X	X
Half sibling	X		X
Step Sibling			X
Sibling-in-law			X
Sibling of Spouse		X	X
Grand parent	X	X	X
Step Grand parent			X
Grandparent-in-law			X
Aunt or Uncle		X	
Step Aunt or Uncle			
Aunt or Uncle in law			
Cousin			
Conjugal Relationship		X	
Grand Child	X		X
Step Grandchild			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.**