

**THE MISSISSIPPI LOTTERY CORPORATION
POLICIES AND PROCEDURES MANUAL**

HUMAN RESOURCES

EMPLOYMENT OF RELATIVES

PURPOSE

This policy establishes guidelines concerning the employment and/or placement of relatives of the Mississippi Lottery Corporation (“MLC”) employees. This policy applies to all employees and organizational departments of the MLC.

DEFINITIONS

Relative – whether plural or singular, shall be defined according to the following relationship:

- Parent, stepparent, or parent-in-law
- Spouse
- Child or stepchild
- Son-in-law or daughter-in-law
- Brother, brother-in-law, or stepbrother
- Sister, sister-in-law, or stepsister
- Grandparent, grandparent-in-law, step grandparent
- Grandchild, grandchild-in-law, step grandchildren
- Aunt or uncle
- Niece or nephew
- Co-habitant
- Other familial relationships shall be reviewed and approved on a case by case basis

Any person falling within the category of “relative” by reason of adoption, shall be treated the same as if such relationship occurred naturally.

Supervise – implies the routine assignment of work and evaluation of the results; involvement in the approval process for overtime, PTO, as well as other decisions and/or recommendations related to the work environment including recommendation to hire, terminate, promote or increase or decrease salaries or propose any disciplinary action.

Supervisor – one who supervises other employees

POLICY

The employment of relatives in the same organizational department or in a job-related role is not permitted, unless such employment clearly will not involve a supervisor-subordinate relationship or conflict of interest, including but not limited to participation by the relative in making recommendations or decisions specifically affecting the appointment, retention, tenure, work assignment, evaluation, promotion, demotion, or salary of the other related person.

The President along with the recommendation of the Vice President of Human Resources shall review and approve all personnel actions involving the employment of relatives, prior to any employment

commitment, to assure the proposed personnel action does not jeopardize the integrity or security of the MLC, complies with this policy, and ensures a conflict of interest does not exist.

Should the situation arise in which an employee would be in the position of supervising a relative because they became related after both were already employed or because one relative is promoted to a supervisory position, the following steps shall be taken:

1. Consider the transfer of one of the related employees to another department or shift provided:
 - a) An open position exists;
 - b) The transferring employee meets all job requirements; and
 - c) There is no supervisory line between the related employees.

OR

2. If a transfer within or outside the department is not available, the President and Vice President of Human Resources will determine which employee remains based on seniority and position or, all things equal, allow the employees to take up to three (3) days to decide which employee will remain employed with the MLC and which will voluntarily resign.

It is every employee's responsibility to advise his or her immediate supervisor, as soon as possible, if any relationship should develop which is covered under this policy.