

Book Policy Manual  
Section 300 Employees  
Title Nepotism  
Number 304.1  
Status Active

Legal  
Pol. 304  
Pol. 309

Reviewed July 25, 2017

## Purpose

The Board has determined that a conflict of interest policy should be enacted for purposes of eliminating potential conflicts of interest in regard to the employment and supervision of the school district's personnel. Recognizing that personnel decisions are crucial to effective and efficient operation, it is in the best interest of the district to ensure proper accountability by avoiding the factor of family relationships in supervisor-supervisee roles.

## Definitions

**Employee** is defined as any employee of the district, including regular part-time, long-term substitute, day-to-day substitute, administrator and holders of supplemental contracts.

**Administrator** is defined as any employee of the district, who is charged with evaluating and/or supervising any other district employee, regardless of whether the administrator is a professional or nonprofessional employee. The term **administrator** does not include coaches or other holders of supplemental contracts.

**Relative** is defined to be a spouse, parent, child (including adopted and foster), grandparent, grandchild, brother, sister, parent-in-law, child-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin, stepfather, stepmother or stepchild or stepparent of an administrator. The term **relative** also includes a person who resides in the same household as, who cohabitates with, or who has made his/her home with an administrator. The term **relative** also includes any person claimed as a dependent for income tax purposes by an administrator.

**Significant employment decision** means a recommendation concerning evaluation, favorable recommendation, reprimand, discipline, compensation, hiring, promotion, demotion, suspension or furlough by an administrator.

## **Guidelines**

The district will not assign or reassign an administrator to a position within the district when such assignment or reassignment would require the administrator to supervise or make a significant employment decision for an employee who is a relative of the administrator.

The district will not assign or reassign an employee to be supervised or evaluated by an administrator if such person is a relative of the administrator. No administrator shall be involved in the hiring process of a relative. The administrator has an affirmative duty to reveal any such family relationship should it arise.

### Duty to Report

Employees and administrators shall inform the Superintendent or designee, in writing, should a change in their marital or family status place them in conflict with this policy. If the conflicting family relationship arises due to a change in the marital or family status of the Superintendent's designee, the designee shall immediately report same to the Superintendent in writing. If the conflicting family relationship arises due to a change in the marital or family status of the Superintendent, the Superintendent shall immediately report same to the Board President in writing.

### Exclusions

Nothing in this policy shall affect the current assignment of any person presently employed by the district, including an administrator. In the event that a reassignment of a current employee or administrator takes place, or a current employee becomes an administrator's relative, the district shall endeavor to effectuate a reassignment which will ensure compliance with this policy. If no such accommodation is feasible due to the provisions of a collective bargaining agreement or is not in the best interest of the district, then all significant employment decisions shall be accomplished by another administrator who is not related to the employee.

The Board recognizes that from time to time there could be a shortage of qualified applicants or internal transferees for an administrative or teaching position due to required certification(s) or other reasons. In such an event, the Board may waive this policy on a case-by-case basis for a specified job vacancy.

This policy shall not be interpreted as precluding an administrator from testifying or being a witness in regard to any judicial, legal, grievance or arbitration proceeding, even if the proceeding involves a relative.