

NEPOTISM

I. PURPOSE

The School District shall not discriminate in its employment and personnel actions on the basis of marital or familial status. Notwithstanding this policy, the District retains the right to refuse to appoint a person to a position in the same department or school, where ~~in~~ his/her relationship to another employee has the potential of creating an adverse impact on employee supervision or involves a potential conflict of interest. The Executive Director of Administrative Services shall have authority and responsibility for determining if such adverse impact exists or does not exist.

II. DEFINITIONS

- A. Nepotism. Nepotism shall mean actions by an employee of the school district directly influencing District employment [i.e. hiring, promotion, supervision, evaluation, determination of compensation] with whom he/she has a personal relationship.
- B. Personal Relationship. Personal relationship shall mean a marital or other committed relationship or significant familial relationship.
- C. Supervisory Employee. A supervisory employee shall mean any employee, regardless of job description or title, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, assign, or discipline other employees, or responsibility to direct their work, adjust their grievance, or effectively recommend such action. The exercise of this authority cannot be merely routine or clerical in nature.

II. GENERAL STATEMENT OF POLICY

- A. This policy shall apply to all appointments to positions in the District. It shall also apply to appointment of temporary and summer help, as well as contract employees when the expected duration of the appointment is ninety work days in a fiscal year.
- B. Nepotism as defined in this policy is prohibited.
- C. Consultation with the Executive Director of Administrative Services shall be mandatory for District employees who are or will be in a position to engage in an employment action that has the potential of being a violation of this policy. Such consultation shall ensure the following:
 - 1. Appropriate steps are being taken to avoid recommending an employment action that may be in violation of this policy;

2. The consultation is with the Executive Director of Administrative Services and the appropriate District employee responsible for the employment action under consideration;
 3. Appropriate confidentiality is maintained.
- D. Compliance with this policy may be achieved by structuring the conditions of employment of the related parties to avoid the prohibited employment action or by avoiding the personal relationships that may lead to the prohibited employment action as outlined in this policy. Such structuring shall be approved by the Executive Director of Administrative Services following appropriate consultation as stated in this policy.
- E. Exceptions. In unusual circumstances, an exception may be granted by the Executive Director of Administrative Services when eliminating an employment action as defined in this policy would unreasonably disadvantage the District. In the event an exception is granted, safeguards must be implemented to ensure that subsequent employment actions are made impartially.
- F. Violations of this policy may result in appropriate disciplinary action.