

Adopted: November 9, 2015 NEW [MSBA Model Policy Modified]
Contact Person: Executive Director of Human Resources

POLICY 426 NEPOTISM IN EMPLOYMENT

I. PURPOSE

To establish consistent employment guidelines and to prevent situations where an individual may have or be perceived to have unfair influence over the career development, work assignments, work direction, performance reviews, or compensation of a family member who is also employed by the District.

II. DEFINITIONS

A. Close Family Member

A close family member means the staff's parent, spouse, child (including adopted child), sibling, grandmother, grandfather, grandchildren, niece, nephew, aunt, uncle, first cousin, all step relatives including stepchild, stepmother, stepfather, stepsister, stepbrother, in-law relationships including father- and mother-in-law, daughter- and son-in-law, brother- and sister-in-law, ward of the staff or staff's spouse, domestic partner, or person cohabitating in the staff's household regardless of the degree of relationship.

B. Direct or Indirect Supervision

Direct or indirect supervision means the authority to make, participate in, or recommend employment- and/or compensation-related decisions involving a close family member, including, but not limited to, decisions concerning hiring promotion, transfer, discipline, termination, salary, evaluation, grievance resolution, or other similar personnel actions.

III. GENERAL STATEMENT OF POLICY

The District may employ family members of current staff in regular positions. However, to be hired, transferred, or promoted, close family members may not be assigned to the following:

- A.** Positions where one can influence the employment conditions or career of the other. This includes decisions involving hiring, termination, compensation, performance evaluation, discipline, promotional opportunities, and work assignments; or
- B.** Positions where one reports to, directs the work of, or other wise has direct or indirect supervision of another close family member.

IV. APPLICATION TO SCHOOL BOARD MEMBERS

School Board members are not considered to have direct or indirect supervision except in situations when they are called upon to act specifically on matters of employment status or compensation for an applicant or staff. In such cases, School Board members shall abstain from the action when a close family member is involved.

V. EXCEPTIONS; SPECIAL CIRCUMSTANCES

In exceptional circumstances, a direct or indirect supervision relationship may exist between staff who are close family members. Such circumstances may be necessitated by factors such as the unique qualifications or responsibilities of the individuals involved, the lack of other available appropriate supervisory personnel, or whether the position for which the close family member is being considered is temporary in nature. Any exception must be reviewed and approved in writing by the District's Superintendent. Any direct or indirect supervision relationship approved by the Superintendent shall be reported to the School Board. All employment decisions affecting the subordinate staff, including, but not limited to, selection, hiring, discipline, performance review, compensation, or leave, must be assigned to other supervisory personnel or, if no other supervisory personnel exist, to the District's School Board. The School Board shall approve exceptions involving the Superintendent and a close family member of the Superintendent in writing.

VI. ADDRESSING EXISTING CONFLICTS AND CHANGES IN RELATIONSHIP BETWEEN STAFF

Any District school staff involved in a direct or indirect supervision relationship with a close family member that existed prior to the original approval date of this policy or that arises after the adoption of this policy shall promptly notify the District's Superintendent of such relationship. The Superintendent shall make suitable arrangements for the transfer of one of the staff, assignment of a different supervisor, or a determination that an exception is necessary under Section V of this policy. Any direct or indirect supervision relationship approved by the Superintendent under section V shall be reported to the School Board. The Superintendent shall promptly notify the School Board of any direct or indirect supervision relationship that arises concerning a close family member of the Superintendent. The School Board in accordance with this policy shall resolve all such direct or indirect supervision relationships involving the Superintendent.

VII. COMPLIANCE WITH EQUAL OPPORTUNITY AND DISCRIMINATION LAWS

Nothing in this policy shall be construed as discouraging the employment of close family members for positions that do not involve direct or indirect supervision. Nothing in this policy shall be construed to otherwise limit the employment opportunities of any person employed by the District.