

The Superintendent and those appointed by the Superintendent responsible for the recruitment, hiring and promotion of District employees or contractors shall seek the most qualified person available for the position. Criteria established for hiring, appointment and promotion shall be based upon qualification and performance. There shall be no reward or penalty in the appointment, placement, promotion, wages, hours, evaluation or other conditions of employment based on the individual's relationship to or with a board member or employee of the District. The Board of Education, however, desires to avoid conflicts of interest or the appearance of such conflicts in the recruitment, hiring, employment, placement and evaluation processes.

An employee whose relative is an applicant for a position with the district must recuse themselves from deliberations and decision making process regarding a recommendation for hire. All individuals seeking employment with the District must disclose if they are a relative of a board member or employee of the District. All employees are required to update the District when relative status is created relating to a board member or employee. All current District employees will be required to make disclosure of relative status upon the adoption of this policy. A list of current District employees is available for review and may be obtained from the Human Resources Department. Failure of an employee to disclose relative status will result in disciplinary action up to or including termination.

If, as of the initial date of the adoption of this policy, an individual is currently assigned to a position that is under the supervision or control of a relative who has or may have a direct effect on the individual's progress, placement, promotion, wages, hours, evaluation, or other conditions of employment, steps shall be taken to assign the supervision of that person to another supervisor and a process must be established that requires a review of placement, promotion, wages, hours and other conditions of employment decisions by the Superintendent or designee. Future hires shall not work for or be under the direct supervision of a relative.

This policy applies to full-time, part-time, seasonal, temporary and contract employment.

## Section 5000 – Personnel

5420 Nepotism

5420-2

Relative, for the purpose of this policy, is defined as an employee's spouse, daughter, son, step relationship, guardian, ward, parent, grandparent, brother, sister, grandchild, aunt, uncle, niece, nephew, cousin (or the spouse of any of these) or anyone who lives in the employee's household or anyone with whom the employee is having an intimate relationship.

Nepotism, for the purpose of this policy, is defined as favoritism towards relatives.

Favoritism, for the purpose of this policy, is defined as basing decisions regarding appointment, promotion, wages, hours, or other conditions of employment on relationship rather than on objective standards or District needs.

Approved: August 19, 2013

Revised: March 18, 2018