

**I. Policy Statement**

The Board affirms the importance of ethical behavior on the part of Board members and employees. The Board further recognizes its responsibility to establish standards that will assist in avoiding conflicts of interest between employees.

**II. Purpose**

The purpose of this policy is to provide guidelines to prevent and address conflict of interest situations for employees related to employment, promotion, supervision, and evaluation of immediate family members.

**III. Definitions**

- A. Conflict of Interest – For purposes of this policy, a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties.
- B. Immediate Family Member – The spouse, brother, sister, parent, step-parent, child, stepchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandchild, adopted child, of the employee or of the spouse of the employee, or anyone who has lived regularly in the employee's household.
- C. Nepotism – Favoritism shown to an immediate family member with regard to employment issues.

**IV. Standards**

- A. There shall be no discrimination in favor of applicants because they are immediate family members of an individual who is employed by the Board of Education or of any Board member; conversely, there shall be no discrimination against applicants by reason of the fact that they are immediate family members of an employee or a member of the Board.
- B. This policy applies to full-time, part-time, and temporary employees.
- C. An employee may not be in a position that directly supervises, evaluates, or disciplines an immediate family member. Immediate family members may not be

hired, assigned, transferred, or promoted if such action would violate this prohibition.

- D. This policy will be considered when making all assignments, transfers, and promotions.
- E. Should two employees enter into a relationship or living arrangement that would create a violation of this policy, one of the employees will be transferred to a position in the same job classification if available. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign or accept another position.
- F. Board members and employees may not vote or take action involving the employment, assignment, promotion, individual compensation, discipline, suspension, or dismissal of an immediate family member. They must disqualify themselves from every proceeding, vote, and discussion regarding any such matter and must absent themselves from the room during substantive discussions related to such procedures, whether public or closed.
- G. There is no prohibition beyond these standards against immediate family members working together in the same location.

## **V. Compliance**

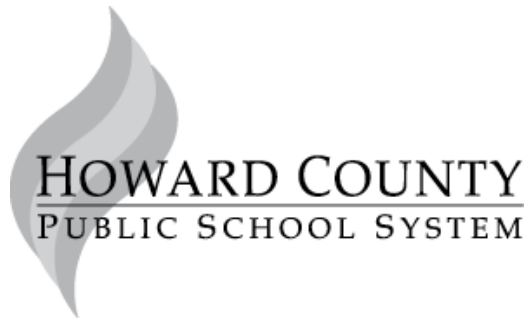
- A. The Office of Human Resources is responsible for ensuring that all new employees are informed of this policy at the time of hire.
- B. The Office of Human Resources is responsible for considering the provisions of this policy when recommending all assignments, transfers, and promotions.

## **VI. Delegation of Authority**

The Superintendent is authorized to develop appropriate procedures for the implementation of this policy.

## **VII. References**

ADOPTED: July 9, 1992  
AMENDED: January 10, 2008  
EFFECTIVE: July 1, 2008



**POLICY 7020-PR**  
IMPLEMENTATION PROCEDURES  
**NEPOTISM**

Effective: July 1, 2008

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There are no implementation procedures for policy 7020.