
Department of Human Resources and Employee and Labor Relations

Nepotism Policy – Identification of Relatives and Close Relationships

To: All Staff

From: T. Michael Carson
Executive Officer, Human Resources

In accordance with [Policy 7020 - Nepotism](#), all employees are required to report blood and close relationships that could create conflicts of interest, the appearance of conflicts of interest, or favoritism resulting from appointment, reappointment, and/or supervision. The Board of Education is committed to a policy that promotes fair employment practices, prevents discrimination, and avoids conflicts of interest related to hiring, promotions, performance evaluations, and the administration of benefits. This policy ensures effective supervision, internal discipline, security, safety, and positive morale in the workplace. HCPSS seeks to avoid the potential for discrimination and conflicts of loyalty.

If you have relatives that work for HCPSS, or you have a close/romantic relationship with an HCPSS employee, you need to ensure that relationship is disclosed in Workday in the Relatives Names section of your Personal Information. Directions on how to update this information in Workday can be found [here](#) and are attached to this circular.

Please note: the relationships required by policy to be disclosed are listed as options in the Relatives Names section. If you have a relative that works for HCPSS and you do not see the relationship type listed, then you can assume that relationship does not need to be disclosed.

TMC/lb

Attachment