

**I. Policy Statement**

The Board of Education 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, assignment, promotion, supervision, and evaluation of immediate family members.

**III. Definitions**

Within the context of this policy, the following definitions apply:

- 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 an employee or of the spouse of an employee, or anyone who lives in an employee's household.
- C. Nepotism – Favoritism shown to an immediate family member with regard to employment related issues and/or evaluations.

**IV. Standards**

- A. There will be no discrimination in favor of applicants because they are immediate family members of any Board member or of any individual who is employed by the Board; conversely, there will be no discrimination against applicants by reason of the fact that they are immediate family members of a member of the Board or an employee.
- B. An employee with supervising authority will not be in a position that directly supervises, evaluates, or disciplines an immediate family member. Immediate family members will not be hired, assigned, transferred, or promoted if such action would violate this prohibition.

- C. This policy applies to all employees when determining assignments, transfers, and promotions.
- D. If an employee enters 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 accept another position or resign.
- E. Board members and employees will 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 recuse themselves from the room during discussions related to such procedures, whether public or closed.
- F. There is no prohibition beyond these standards against immediate family members working for HCPSS or working in the same location.

#### **V. Responsibilities**

- A. The Office of Human Resources will ensure that all new employees are informed of this policy at the time of hire.
- B. The Office of Human Resources will consider the provisions of this policy when finalizing all assignments, transfers, and promotions.
- C. Employees with supervisory authority will abide by the provisions of this policy.

#### **VI. Delegation of Authority**

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

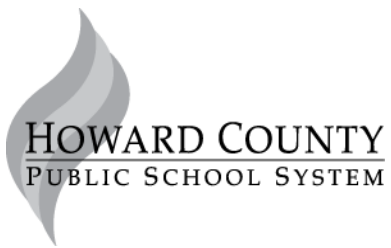
#### **VII. References**

- A. Legal
- B. Other Board Policies
  - Policy 2070 Ethics
  - Policy 7030 Employee Conduct and Discipline
  - Policy 7070 Appointments to Administrative and Supervisory Certificated Positions
  - Policy 7080 Transfer of School Based Administrators
  - Policy 7090 Transfer of Teachers
  - Policy 7120 Coaches and Advisors of High School Extracurricular Activities
  - Policy 7130 Substitute Teachers

- C. Relevant Data Sources
  - HCPSS organizational charts
  - HCPSS School Staffing Documents
  
- D. Other
  - HCPSS Ethics Regulations

### **VIII. History**

ADOPTED: July 9, 1992  
REVIEWED:  
MODIFIED: February 12, 2015  
REVISED: January 10, 2008  
EFFECTIVE: July 1, 2015



**POLICY 7020 IP  
IMPLEMENTATION PROCEDURES**

**NEPOTISM**

Effective: July 1, 2015

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There are no implementation procedures for Policy 7020