

Baldwin-Whitehall School District

Book	Policy Manual
Section	300 Employees
Title	Nepotism
Code	304.1
Status	Second Reading
Adopted	January 9, 2019

Purpose

The purpose of this policy is to prevent considerations of family relationship from inappropriately affecting the hiring and supervision of district employees and appointees. It is also the purpose of this policy to discourage favoritism, prevent disciplinary problems and inhibit personal cliques.

Definitions

Nepotism shall mean the hiring, rewarding, advancement or other favorable treatment of employees based upon or influenced by family relationships.

Commissioned Officer shall mean the Superintendent, Assistant Superintendent or other commissioned officer of the school district.

District Administrator or **Supervisor** shall mean any management or supervisory level employee not included within the definition of commissioned officer or professional employee.

Board Member shall mean any person who is currently elected or appointed as a Director of the school district.

Full-time and part-time regular employment with the district shall include all full-time and part-time regular positions, including coaches and extra-duty positions. It shall not include day-to-day substitute positions.

Family member shall mean parent, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, grandparent, nephew, niece, first cousin, uncle, aunt, sister-in-law, brother-in-law.

Guidelines

It is the policy of the Board to prevent nepotism, in actuality or appearance, to the fullest extent possible under the law. Except where specifically required under the policy for the prevention of nepotism, the family relationship of an employee or applicant for employment to a member of the Board or any other school district employee shall not be a basis for, factor in, nor an influence upon hiring, assignments, advancement, evaluation, or other personnel actions.

~~For Classified Employees, no applicant or candidate for full time or part time regular employment who is a family member of any Board member or commissioned officer, shall be employed by the district.~~

~~For all other employees, no applicant or candidate for full time or part time regular employment who is a family member of any Board member, commissioned officer, District Administrator, or Supervisor shall be employed by the district.~~

The Board directs the ~~Office of Human Resources~~ **Superintendent/designee** to clearly identify in all of its **district** job postings and/or applications for newly hired persons this nepotism policy and verify, in writing, by the applicant or candidate that they have read and understood this policy. ~~All applicants and candidates shall be required to complete a written form disclosing any relationship with any current Board member, any commissioned officer or any other district administrator or supervisor. If during the employment process, the Superintendent or his/her representative becomes aware that an applicant or candidate for employment or appointment for a full time and/or part time position is a family member of a current Board member or commissioned officer or has not disclosed a familial relationship with a current district administrator or supervisor, the applicant shall be notified and removed from the list of viable candidates.~~ **A disclosure statement shall be included with each employment application and during the interview process to document the names of relative(s) known by the applicant to be employed by the Baldwin-Whitehall School District. Any misstatement of fact material to this disclosure may be grounds for dismissal by the Board.**

An applicant whose qualifications rank first for the position under consideration pursuant to the hiring process may be employed, either in a full-time or a part-time basis, providing no relative is immediately responsible for the recommendation to hire, to supervise, to direct, to evaluate, or to influence salary recommendations.

No candidate shall be employed who is related to any member of the Board, as defined in law, unless such candidate receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.

No employee and/or appointee of the Baldwin-Whitehall School District newly hired or promoted from within the district shall supervise another employee or be supervised by another employee where a family member relationship exists between the evaluator and the employee and/or appointee who is being evaluated. Should such a relationship occur, the employee and/or appointee to be supervised shall be transferred to another position with no diminution of his/her employment status. In the event such a transfer is not possible, a nonrelated supervisor shall conduct the employment evaluation.

If, during the course of employment with the Baldwin-Whitehall School District, two (2) employees marry, enter into a cohabitating relationship, or become relatives as defined above, one (1) employee may not be permitted to supervise the other. In the event of a supervisor/employee relationship, in which the subordinate employee cannot be transferred to another department/program within the Intermediate Unit, the supervisor may be transferred to another position for which that person is qualified.

It is the intention of the Board that this policy not affect the present employment status of persons currently employed, nor restrict the advancement or promotion of any employee as of the date of the adoption of this policy, unless where restricted by a supervisory relationship.

Delegation of Responsibility

The Superintendent/designee shall notify the Board members if any individual being recommended for employment is a relative of any Baldwin-Whitehall School District Board Member or Baldwin-Whitehall School District employee.