

P4011 EMPLOYMENT AND ASSIGNMENT OF RELATIVES

BOARD POLICY:

District administrators shall be excluded from all employment and assignment decisions regarding their family members. Employees shall not be assigned in any position under the immediate supervision of a family member. Employees shall not be placed in any other position where partial treatment by a family member may be reasonably expected to occur.

Administrative Implemental Procedures:

1. The following definitions are to be used in interpreting this policy:

Family Member - Spouse, child, in-law of these, in-law, grandchild, parent, grandparent, sibling, step-relatives or in-laws of step-relatives, and any person having been regularly living in the household.

Immediate Supervisor - The person having responsibility for daily supervision, application of disciplinary policies, and procedures to the employee and/or for evaluating the job performance of an employee of the district.

Partial Treatment - Any treatment (either positive or negative) beyond that which the supervisor would give any other employee in similar circumstances.

2. In the event of the employment of a family member in an administrator's area of supervision, the family member shall normally be assigned in a position that is at least two administrative levels removed from the administrator's area of immediate responsibility or in an equal, yet separate position and/or department outside the administrator's area of supervision, if possible.
3. Any employee who believes a violation of this policy has occurred should immediately report their observation to the appropriate administrator who will, in turn, advise the Chief Human Resources Officer or designee. The Chief Human Resources Officer or designee will investigate the allegations and take appropriate action.
4. Human Resources shall monitor all employment and assignment activities to ensure compliance with this policy. Exceptions may be granted in the best interest of the district and to avoid unfairness to an employee, but only with permission of the Chief Human Resources Officer or designee.

Administrative Responsibility: Human Resources

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