

Nepotism (NEW)

Purpose

The purpose of this policy is to ensure fair and impartial employment practices within the District and to avoid favoritism, conflicts of interest, and the appearance of impropriety in the hiring and supervision of employees.

Scope

This policy applies to all employees, applicants, and elected or appointed officials of the District, including full-time, part-time, temporary, and contract positions. This policy is in addition to and does not replace or alter any preexisting applicable law on conflicts of interest.

Definitions

Nepotism

Nepotism means favoritism shown toward a relative or close personal associate in employment decisions.

Relative

Relative means any person related to the employee in one of the following ways:

- Spouse or domestic partner
- Parent, step-parent, foster parent, or guardian
- Child, stepchild, foster child, or ward
- Sibling, half-sibling, or step-sibling
- Grandparent or grandchild
- In-laws (mother-, father-, sister-, brother-, son-, or daughter-in-law)
- Aunt or uncle – defined as the sibling or half-sibling of an employee's parent or the spouse of such sibling or half-sibling. This definition does not include more distant relatives such as great-aunts or great uncles.
- Niece or nephew – defined as the child of a sibling or half-sibling of an employee. This definition does not include more distant relatives such as great-nieces or great-nephews.
- Cousin – defined as a first cousin, meaning the child of an employee's aunt or uncle. This definition does not include more distant relatives such as second or third cousins.
- Any other person related through legal means such as adoption.

Close Personal Associate

Close personal associate means:

- Any person residing in the same household as the employee regardless of legal or biological relationship.
- Any person currently involved in a sexually or romantically consensual relationship with the employee.

Employment Decisions

Employment decisions include, but are not limited to, decisions regarding the following:

- Hiring
- Promotion
- Transfer
- Supervision
- Evaluation
- Compensation

Policy Statement

1. Hiring and Employment Decisions

- No employee or official of the District may participate in or attempt to influence employment decisions involving a known relative or close personal associate.
- Relatives and close personal associates of Board members or current employees may apply for employment but must be considered and selected through an open, competitive, and merit-based process.

2. Supervision and Reporting Relationships

- Employees may not directly supervise or evaluate a relative or close personal associate, nor may they be placed in a position where they could influence the work assignments, promotion, or compensation of a relative or close personal associate.
- If a supervisory relationship between current employees of the District arises through marriage, domestic partnership, change in household status, or employment decision, the District will attempt to reassign one of the employees to eliminate the conflict.

3. Disclosure Requirement

- All applicants must disclose if they are a relative or close personal associate of a current employee with the District.
- If there is a question as to whether an applicant or employee of the District is a relative or close personal associate covered by this policy, then the applicant or employee must disclose the name of the potential relative or close personal associate and the nature of the relationship.
- If an applicant or employee is not aware of the relationship until after an employment decision is made, then disclosure is required as soon as the applicant or employee becomes aware of the relationship.
- The disclosure must be made in writing and submitted to Superintendent or designee. The disclosure must explain the relationship, provide the names of the relative or close personal associate, and describe the employment decision involved.

4. Exceptions

- The Superintendent or designee may grant exceptions when it is in the best interest of the District, provided that adequate measures are taken to remove conflicts of interest and maintain transparency.

Adopted:
Reviewed: October 2025
Amended:

- A request for an exception to this policy must be made in writing and submitted to the Superintendent or designee. The request must name the applicants or employees involved in the relationship covered by this policy, describe the relationship, and explain why an exception should be granted.

5. Enforcement

- Any employee who suspects nepotism should report concerns to the Superintendent or designee, even if the reporting employee is not a relative or close personal associate as defined in this policy.
- Violations of this policy may result in disciplinary action, up to and including termination of employment.

Non-Retaliation

The District strictly prohibits retaliation against any individual who, in good faith, reports suspected nepotism or participates in an investigation.

Review and Amendment

This policy will be reviewed at least once every five years and updated as necessary to ensure compliance with applicable laws and best practices.