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4 **Purpose**

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6 It is the policy of the Madison Board of Education (the “Board”) to recruit and hire
7 qualified applicants for employment within the Madison Public Schools (the “District”),
8 while avoiding both nepotism and the appearance of nepotism.
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10 **Definitions**

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12 **“Immediate family”** means a spouse, child, parent, sister, brother, half-sister or half-
13 brother.
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15 **“Relative”** means a sister-in-law, brother-in-law, mother-in-law, father-in-law, daughter-
16 in-law, son-in-law, step parent, aunt, uncle, niece, nephew, first cousin, grandparent, step
17 child, foster child, grandchild or individual living in the same household.
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19 **“Familial relationship”** means a relationship between a member of one’s immediate
20 family or a relative, as defined within this policy.
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22 **Prohibitions on Hiring**

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24 No relative or immediate family member of the Superintendent of Schools
25 (“Superintendent”) shall be hired to any position of employment.
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27 No immediate family member of a Board member or any other district-level administrator
28 shall be hired to any position of employment.
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30 **Restrictions on Employment of Relatives**

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32 No individuals shall be hired in a position of employment that would result in a
33 supervisory or evaluative relationship between a current employee and a relative.

34 No employee may be involved in the process of screening for advancement in the
35 application process, interviewing or hiring of his or her relatives.

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37 Employees will not be hired, promoted, transferred or assigned to work in positions in the
38 same school or work unit or department in which a relative is already employed, unless
39 the Superintendent approves such an assignment in writing.

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41 No administrator or supervisor shall supervise any of his or her relatives.

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43 Employees will not be hired, promoted, transferred or assigned to work in positions in
44 which they will have access to confidential information regarding a relative, such as, but
45 not limited to, information regarding benefits selections, confidential medical information
46 or personnel records that are not subject to public disclosure.

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48 No individuals shall be hired in a position of employment that would result in a
49 supervisory or evaluative relationship between a current employee and a relative.

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52 **Restrictions on Employment of Immediate Family Members**

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54 No employee may be involved in the process of screening for advancement in the
55 application process, interviewing or hiring of an immediate family member.

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57 Employees will not be hired, promoted, transferred or assigned to work in positions in the
58 same school or work unit or department in which an immediate family member is already
59 employed, unless the Superintendent approves such an assignment in writing.

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61 No person who is a member of the immediate family of a building administrator or
62 department supervisor may be nominated for or transferred or otherwise assigned to any
63 position within that administrator's building or supervisor's department. No administrator
64 or supervisor shall supervise any member of his or her immediate family.

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66 Employees will not be hired, promoted, transferred or assigned to work in positions in
67 which they will have access to confidential information regarding an immediate family
68 member, such as, but not limited to, information regarding benefits selections,
69 confidential medical information or personnel records that are not subject to public
70 disclosure.

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72 **Disclosure Requirements**

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74 A Board member or administrator who has an existing familial relationship with an
75 employee, as defined above, or who has had a change in circumstances which creates a
76 familial relationship with any employee of the District, shall declare such relationship to
77 the Superintendent or Chair of the Board immediately.

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79 If a change in circumstances creates a familial relationship between an employee and his
80 or her supervisor, the Board, through its Superintendent, reserves the right to seek a
81 transfer of any employee in order to resolve any concerns about the operations of the
82 district with respect to nepotism or the appearance of nepotism. The Superintendent may
83 also provide for the evaluation and/or supervision of the employee outside of the typical
84 chain of command in order to resolve any concerns about nepotism or the appearance of
85 nepotism.

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87 A Board member or administrator who knows that his or her relative or immediate family
88 member has applied for a position with the District shall declare such relationship to the
89 Superintendent or the Chair of the Board as soon practicable.

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91 In addition to the requirements set forth above regarding familial relationships, if a
92 romantic relationship develops between an employee and (1) an administrator who has a
93 supervisory or evaluative relationship with the employee, or (2) a member of the Board,
94 the affected administrator or member of the Board shall declare such relationship to the
95 Superintendent.

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97 **Recusal**

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99 A member of the Board should not vote on any action of the Board that will directly
100 affect a relative or member of his or her immediate family.

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102 **Discharge and Denial of Re-Employment**

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104 No current employee will be discharged or denied re-employment pursuant to an
105 applicable recall provision based on this policy.

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108 First Reading: