

I. Policy Statement

It is the intent of the Board of Education to always employ the best qualified candidate for every position. The Board affirms the importance of ethical behavior on the part of Board members and employees in the selection and evaluation of all personnel. The Board further recognizes its responsibility to establish standards that will assist in avoiding conflicts of interest between employees.

II. Purpose

To avoid the harmful impact of conflicts of interest on the school system and to provide guidance with regard to the employment, transfer, supervision, evaluation, or promotion of immediate qualified relative of an employee, whether permanent or temporary, or a member of the Board of Education.

III. Definitions

For purposes of this policy:

- A. Conflict of Interest – 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. Qualified Relative – the spouse, parent, child, or sibling.

IV. Standards

- A. This policy applies to full-time, part-time, and temporary employees.
- B. An employee may not be in a position within the immediate line of supervision to directly supervise, evaluate, or discipline a qualified relative.
- C. This policy will be considered when making all hires, assignments, transfers, and promotions. Where a new hire, transfer, or promotion or promotion is made that places an employee with an immediate line of supervision of their qualified relative, an appropriate transfer will be made at the earliest opportunity.
- D. Should two employees enter 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 resign or accept another position.
- E. Board members and employees may 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 absent themselves from the room during substantive discussion related to such procedures, whether public or closed.
- F. There is no prohibition beyond these standards against qualified relatives working together in the same location.
- G. Nothing in this policy shall require the demotion, transfer, or termination of any existing employee upon election of a school board member or appointment of the Superintendent.

V. Compliance

- A. The Office of Human Resources is responsible for ensuring that all new employees are informed of this policy at the time of hire.
- B. The Office of Human Resources is responsible for considering the provisions of this policy when recommending all assignments, transfers, and promotions.

VI. Delegation of Authority

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

Legal Reference			
Policy Cross Reference	Adopted	Reviewed	Revised April 8, 2014, 1 st Reading July 10, 2014, 2 nd Reading Oct. 12, 2021, 1 st Reading Nov. 9, 2021, 2 nd Reading