

NEPOTISM/SUPERVISION AND EVALUATION OF STAFF

Background

The Mt. Lebanon School Board recognizes that the employment by the District of members of the direct family of Board members, the Superintendent, or Assistant or Associate Superintendents, while fully authorized by law subject to applicable legal requirements, may give rise to a perception of a conflict of public or personal interest. Because of this concern, the Board deems it appropriate to adopt a policy governing the employment of such persons.

The Board also recognizes that employees of the District coming under the supervision of, reporting to, or engaging in duties under the authority of a relative, may give rise to a perception of a conflict of public and personal interest. Because of this concern, the Board deems it appropriate to adopt a policy governing the employment duties of such persons.

Objective

The first objective of this policy is to prohibit the appointment, hiring or advancement of a relative of a Board member, the Superintendent or Assistant or Associate Superintendents, except in certain limited circumstances.

The second objective of this policy is to address the supervision of employees by a relative of the employee.

Definitions

1. "Relative" is defined as parent, in-law, spouse, child, brother, sister, grandchild or stepchild, or any person living in the same household.
2. "Executive Staff member" is defined as all assistant or associate superintendents, principals, assistant principals and central staff administrators including directors of services.
3. "Supervision" is defined as the direct supervision of, regular reporting to, or participating in any manner in the fitness, qualification, evaluation, personnel reports or actions regarding such employee.

Policy

1. No member of the Board, nor the Superintendent, nor an Assistant or Associate Superintendent, shall seek, assist or advocate the appointing, hiring or advancing of his or her relative to any regular employment, professional or otherwise, within the Mt. Lebanon School District.

2. No relative of a Board member, the Superintendent or an Assistant or Associate Superintendent shall be appointed, hired or advanced to any regular employment, professional or otherwise, within the Mt. Lebanon School District. For purposes of employment of professional staff who are related to Board members, the definition of "relative" is expanded, per the School Code, to include first cousins, aunts, uncles, sisters-in-law and brothers-in-law.
3. The provisions of paragraph 2 may be waived by the Board upon a finding by a majority of disinterested Board members that, considering such factors as the person's experience, qualifications and/or the nature of the position, the public interest would be served and not harmed as a result of the waiver.
4. Except as specified in paragraph 5, below, no employee of the District who is a relative of a Board Member, the Superintendent or an Executive Staff member shall be engaged in duties during the term of his or her employment which are under the direct supervision of, or which require regular or periodic reporting to, the related party, nor shall any such related party participate in any manner in the determination of fitness or qualification, in evaluation or personnel reports, or in any personnel actions regarding such employee.
5. Where the family relationship arises after the supervisory relationship (for example, where a teacher and a principal in the same building get married) and the Superintendent determines that it is in the best interests of the District that neither employee be reassigned, then the situation may be permitted to continue subject to the following conditions:
 - a. although the supervisory relationship continues, the supervisory relative shall not be involved in the observation or evaluation of his or her relative, including but not limited to multi-client feedback or similar evaluation processes;
 - b. all evaluation or observation of the relative shall be performed by another administrator who is not a relative of such employee, to be selected by the Superintendent;
 - c. if the Board and/or the Superintendent determine, in their discretion, that continuation of the supervisory relationship is not in the best interests of the District, its students or staff, then the Superintendent may take such action as he or she deems appropriate, at any time, to remedy the situation, through reassignment of one or both employees or otherwise.
6. All actions of the District involving employment, transfers and reassignments of a relative of a Board Member, of the Superintendent or of an Executive Staff member shall conform with all applicable provisions of the School Code, the Ethics Act, and any other applicable laws.

7. Every employee shall advise the Superintendent promptly of an occurrence which would place an employee under the supervision of the Superintendent or of an Executive Staff member who is a relative of such employee.

Administrative Responsibility

It shall be the responsibility of the Administration to implement and enforce this policy, and to develop Administrative Procedures for implementation and enforcement where necessary.

Communication

The policy shall be communicated to:

1. District Staff
2. The Mt. Lebanon Community

Adopted November 21, 2005
Reviewed March 14, 2016