

Davis School District  
**Prohibiting Employment of Relatives**  
Request for Approval of Exception

Utah State law and Davis School District Policy 2HR-208 generally prohibit a District employee from selecting, appointing, and/or supervising their own relative when the relative will be "compensated" with public funds. "Compensated" includes any type of stipend, wage, salary, gratuity, etc., regardless of the source of the funds, i.e. grants, donations, fund-raisers, tax revenue, etc.

**EXCEPTIONS**

In the event of a lack of candidates, a need for specialized skills, or unique circumstances, the restriction **may** be waived by a review

committee comprised of the Superintendent and/or appropriate administrator(s) or director(s) in the following circumstances:

1. the relative will be employed for a period of 12 weeks or less;
2. the relative is a volunteer;
3. the relative is the only person available, qualified, or eligible for the position; or
4. the employee who will serve in a supervisory capacity is the only person available or best qualified to perform supervisory functions for the relative.

***PRIOR to making an offer of employment or allowing the relative under consideration to perform work, approval of an exception MUST be authorized by the Superintendent's Committee.***

***Violations of this policy by the individual authorizing the employment may result in disciplinary action up to and including termination.***

School or Department request exception.

Position

Employment Period. *Include hours per week and duration (begin and end date).*

Name and Position of current District employee and short summary of supervisory responsibility over position being considered.

Name of individual being considered for employment and relationship to current District employee.

Justification of Exception. *Include which of the above exceptions applies and method(s) used for determining no qualifying non-relatives are available.*

Signature of Administrator

Date

**This form must be submitted to the appropriate School Director for proposed employment at a school or the appropriate Assistant Superintendent for employment at a District department. Response shall be made within seven business days of receipt of the request. No offer of employment may be made prior to approval being granted.**