

**Administrative Procedures for Policy #6910 (Personnel)
Regarding Nepotism**

I. Definitions

- A. Nepotism – Favoritism shown to an immediate family member
- B. Immediate Family Member – A spouse, domestic partner, brother, sister, parent, stepparent, child, stepchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandmother, grandfather, adopted child of an employee or his/her spouse
- C. Supervisor/Subordinate – A professional relationship in which the supervisor is directly responsible for evaluating the performance of the subordinate

II. General Guidelines

- A. The Calvert County Public Schools shall permit the employment of qualified immediate family members of employees as long as such employment does not, create an actual or perceived conflict.
- B. Personnel shall not be employed in a position or assigned to a location if it creates a supervisor/subordinate relationship with an immediate family member.
- C. Subject to Section II.B., there is no prohibition against immediate family members working in the same school or department provided this assignment does not disrupt the operation of the school or the delivery of educational services to students.
- D. Employees are prohibited from being directly involved in the interviewing and hiring of an immediate family member.
- E. These procedures apply to full-time, part-time, temporary, and contract employees.
- F. Employees who marry while employed are treated in accordance with these procedures. If following the marriage one spouse has supervisory authority over any immediate family member, one of the employees shall be transferred at the earliest practical time. Affected employees will have the opportunity to designate which employee will transfer (subject to the availability of an appropriate position). Failing such designation, the Superintendent or his/her designee will involuntarily transfer one of the employees based upon the needs of the system.
- G. Employees who find themselves in a supervisor/subordinate relationship with an immediate family member must notify the Superintendent or his/her designee. The affected employees will be treated in accordance with these procedures; one of the employees shall be transferred at the earliest practical time. Affected employees will have the opportunity to designate which employee will transfer (subject to the availability of an appropriate position). Failing such designation, the Superintendent or

his/her designee will involuntarily transfer one of the employees based upon the needs of the system.

- H. These procedures will be implemented when making all assignments, transfers, and promotions.

III. Board of Education Members

- A. Board of Education members may not participate in any discussion or vote concerning any specific individual personnel action directly involving an immediate family member and shall absent him/herself from the room during all such discussions and votes.