

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NEPOTISM/SUPERVISION AND
EVALUATION OF STAFF

ADOPTED: October 10, 2011

REVISED:

104.1 NEPOTISM/SUPERVISION AND EVALUATION OF STAFF	
Background	<p>The Hampton Township School Board recognizes that familial relationships should have no bearing on the appointment, hiring or advancement of employees. The Board further recognizes that the employment by the District of Relatives of Board members or Administrators, even when fully authorized by law, subject to applicable legal requirements, may give rise to a perception of a conflict of public or personal interest. In consideration of this concern, the Board deems it appropriate to adopt a policy governing the employment of such persons.</p> <p>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 or personal interest. In consideration of this concern, the Board deems it appropriate to adopt a policy governing the employment duties of such persons.</p>
Objective	<p>The first objective of this policy is to prohibit the appointment, hiring or advancement of a Relative of a Board member or Administrator, except in certain limited circumstances.</p> <p>The second objective of this policy is to address the supervision of employees by a Relative of the employee.</p>
Definitions	<ol style="list-style-type: none"> 1. "Relative" is defined as an employee's parent, spouse, child, brother, sister, niece, nephew, aunt, uncle, grandchild, grandparent, stepchild, stepsiblings, stepparent, step grandchild, step grandparent, first cousin, in-law, or any person living in the same household as the employee. 2. "Administrator" is defined as the superintendent, all assistant or associate superintendents, principals, assistant principals, district office administrators, and any other administrators who have supervisory responsibilities. 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	<ol style="list-style-type: none"> 1. No member of the Board, nor any Administrator, shall advocate the appointing, hiring or advancing of his or her Relative to any paid unpaid position, professional or otherwise, within the Hampton Township School District. 2. No Relative of a Board member or Administrator shall be appointed, hired or advanced to any paid or unpaid position, professional or otherwise, within the Hampton Township School District.

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<p>Administrative Responsibility</p>	<p>3. The prohibition of paragraph 2 shall not apply when a majority of disinterested Board members conclude 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.</p> <p>4. Except as specified in paragraph 5, below, no employee of the District shall engage in duties during the term of his or her employment which are under the direct supervision of a Relative, or engage in duties which require regular or periodic reporting to, the Relative; nor shall any such Relative participate in any manner in the determination of fitness or qualification, in evaluation or personnel reports, or in any personnel actions regarding such employee.</p> <p>5. Where the relevant relationship arises after the Supervisory relationship (for example, where a teacher and a principal in the same building get married), or where a Relative is promoted to a Supervisory position, 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:</p> <ul style="list-style-type: none"> a. although the Supervisory relationship continues, the Supervisory Relative shall not be involved in the observation or evaluation of his or her Relative; b. all evaluations or observations 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 Superintendent determines, in his/her 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. <p>6. This Policy and all actions of the District involving employment, transfers and reassignments of a Relative of a Board Member or Administrator shall conform to all applicable provisions of the School Code, the Ethics Act, and any other applicable laws.</p> <p>7. Every employee shall advise the Superintendent promptly of an occurrence, which would place an employee under the supervision of the Superintendent or Administrator who is a Relative of such employee.</p> <p>It shall be the responsibility of the Administration to implement and enforce this policy, and, if necessary, to develop Administrative Procedures for implementation and enforcement.</p>
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