

Employment of Relatives/Family Members

Supervisor/Employee

The Chandler Unified School District policy GBEAA states that employees who are related may not be direct supervisors of one another. Employees cannot be transferred, promoted, or hired where a relative would be in a supervisory position. Employees cannot be part of a hiring committee when a relative is being considered for the position.

We use the term “relatives” to refer to any person who has a relation by blood or marriage. We also include people who live together in a domestic partnership or children who have been adopted. This includes parents, step-parents, grandparents, in-laws, spouses or domestic partners, children, step-children, adoptive children, grandchildren, siblings, uncles, aunts, nieces and nephews, and cousins.

Individuals will not be hired or promoted into a position that would create a conflict in the Chandler Unified School District’s best practice. If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform Human Resources of the relationship. If it is known at hire, they cannot directly supervise each other or have the same supervisor. The employees understand that one or both parties can be removed from the site if the situation becomes that of one is supervising the other. The Chandler Unified School District reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, the district will reassign one or both employees within 60 days.

If a previously unreported relative relationship is discovered between a manager and a team member one of them will be transferred. If incidents of favoritism or conflict of interest have occurred, both employees will be subject to disciplinary actions that range from reprimand to termination for cause. Any exceptions to this policy must be approved by the Associate Superintendent of Human Resources. Written justification for the exception must be submitted to HR prior to any employment decisions.

Employee/Employee

If neither employee is in a supervisory role the following conditions must be adhered to:

- Outside workplace issues may not disrupt the work environment.
- Employees must always maintain professionalism in the workplace. This includes addressing any concerns with students or staff members. If concerns need to be addressed, this must be done with immediate supervisor only.
- Favoritism towards relatives cannot occur.
- Employees cannot speak on behalf of each other.
- Schedules may not be adjusted by family need but will be directed by site/department need.

Any conflict, drama, or disruption by relatives within a workplace may result in one or both employees being relocated to different sites at the district’s discretion.

My signature acknowledges my awareness and agreement to the expectations listed above.

Employee Signature

Date

Employee Signature

Date

☐ Approved

☐ Not Approved

Administrator Signature

Date

☐ Approved

☐ Not Approved

Human Resources Administrator Signature

Date