



Capital School District

Board of Education Policy

Section: Human Resources
Title: Nepotism Policy
Policy #: 500-05
Date Approved: 11/14/12
Date Revised: 10/19/12

Purpose:

This policy defines the standard for the district's employment of close relatives of district employees and board members.

Policy:

"Close relative" means a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the employee's household. The district will use sound judgment in the hiring and placement of close relatives of employees and board members in accordance with the following guidelines:

The district permits the employment of qualified close relatives of district employees or board members, as long as such employment does not create a conflict of interest, or a justifiable impression among the public that there is a conflict of interest.

Close relatives of employees and board members are permitted to work in the district, providing no direct reporting or supervision of subordinate relationship exists. In order to avoid the appearance of conflict of interest: 1) An administrator and a close relative of the administrator shall not be assigned to the same facility; and 2) Neither an administrator, nor a board member, shall report on or to, or directly or indirectly participate in any employment decision affecting a close relative of the administrator or Board member.

Board members and employees with close relatives working at, or who apply for employment at the district, are to refrain from participating in, or attempting to influence, decisions affecting a relative's salary, classification, employment, benefits, or any other condition of employment.

Employees who marry, become relatives due to a marriage or become part of the same household must notify the district of this fact. If, in the opinion of the district, a conflict of direct reporting or supervision arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

Any board member voting on a matter which would result in a financial benefit or detriment to accrue to the board member, or the board member's close relative, shall disclose the conflict, and shall excuse him or herself from the discussion and vote on such a matter. If the board would be unable to take action on a matter before it because the member or members of the board required to excuse themselves under this policy make the required vote unattainable, such board members shall be permitted to vote full public disclosure.