No. 4325
SECTION: PERSONNEL
TITLE: NEPOTISM

ADOPTED: 9/21/10
READOPTED: 1/29/14;11/15/16;6/17/25
REVISED:

OXFORD AREA SCHOOL DISTRICT

Purpose

The Board strives to provide a safe positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which personal relationships that may be perceived as conflicts of interest are discouraged and, when necessary, are addressed in an appropriate manner. The objective of this policy is to advance the district's commitment to hiring the best qualified persons available for district positions and to ensure that personnel management decisions are made based upon individual merit. Fulfilling this commitment requires that the district maintain an atmosphere free of the appearance of nepotism. Nepotism, or the appearance of nepotism, can degrade staff morale, can arouse public distrust, and is an obstacle to teamwork, effectiveness and quality performance.

Definitions

The following definitions apply to the interpretation and implementation of this policy:

1. Board member: any person who is elected or appointed to the Board of Directors.

2. Family Member: a person's spouse, parent, step-parent, foster parent, child, stepchild, foster child, brother, stepbrother, foster brother, sister, stepsister, foster sister, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew. The term also includes any other person who shares the same residence and who is generally regarded within the family as being an immediate family member.

3. Family Relationship: the relationship, whether by blood, marriage, adoption or otherwise, to a family member.

4. Immediate Family Member: a person's spouse, parent, stepparent, foster parent, child, stepchild, foster child, brother, stepbrother, foster brother, sister, stepsister, or foster sister. The term also includes any other person who shares the same residence and who is generally regarded within the family as being an immediate family member.

5. Immediate Supervisor: with respect to an employee, the person who performs supervisory functions regarding that employee at the first supervisory level. Where such supervisory functions are performed at the first level by different persons with respect to the same employee, all persons performing one (1) or more of such supervisory

functions with respect to that employee are considered to be an immediate supervisor.

6. Management Team Member: any central office administrator or member of the Act 93 administrative group.

7. Nepotism: the hiring, rewarding, advancement, or other favorable treatment of employees based upon or influenced by family relationships.

8. Personnel Actions: includes, but is not limited to, employment decisions and actions such as hiring; dismissal; demotion; suspension or furlough; discipline; commendation; granting or denial of leave or time off; assignment or scheduling of work; changes in job classification, title or duties; promotion or other advancement; performance evaluations or ratings; performance or employment development; approval or denial of attendance at or payment for conferences or employee development programs; and actions or determinations of a similar nature affecting wages, hours, conditions of employment or eligibility for employment or advancement.

9. Relative: a father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle or aunt.

10. Second-Level Supervisor: with respect to an employee, a person who is an immediate supervisor of that employee's immediate supervisor, and/or a person who reviews, recommends or takes further action, at the next supervisory level above the immediate supervisor, or supervisory functions or personnel actions regarding that employee.

11. Supervisory Functions: includes, but is not limited to, monitoring or reporting on job performance, enforcing compliance with workplace rules and policies, tracking absences or time worked, and making initial assessments, reports, recommendations or decisions regarding personnel actions.

Policy

No person shall be hired for or assigned to any position in the district in which the person would be the immediate supervisor of a family member, or in which the person's immediate supervisor would be a family member. No person shall be hired for or assigned to any position of employment within the district in which the person would be a second-level supervisor of an immediate family member, or in which the person would be supervised at the second level by an immediate family member.

In the event that, subsequent to initial employment or assignment, an employee and that employee's immediate supervisor or second level supervisor become family members with respect to each other, every effort shall be made consistent with law to effect a reassignment of one or both parties. If the Superintendent determines that such a reassignment is not feasible, the administration shall endeavor to restructure or reassign responsibilities for supervisory functions and personnel actions regarding the related employee in a manner that is consistent with the goals of this policy.

In the event that there are two or more family members working for the district and one of them seeks and is determined to be the successful candidate for promotion to a position that would create assignments in violation of this policy, every effort shall be made consistent with law to effect a reassignment of the family members who have not been promoted. If the Superintendent determines that such a reassignment is not feasible, the administration shall immediately (within 3 working days) endeavor to restructure or reassign responsibilities for supervisory functions and personnel actions regarding the related employee in a manner that is consistent with the goals of this policy.

Except as specifically set forth above, a person's family relationship to a district employee shall not otherwise disqualify that person from employment or assignment in the district, and such persons may be recommended for employment or assignment based upon their individual merit and qualifications.

Whenever an applicant for any assignment or position of employment in the district has a family relationship to a management team member, a Board member, or to any other district employee, the related management team member, or other related employee shall not participate in screening, interviewing, evaluating, or recommending the applicants for such assignment or position of employment.

Whenever a person with a family relationship to any board member or management team member is recommended for employment or assignment, and the fact of such a relationship is known to any person involved in the hiring or assignment process, this information shall be disclosed to the Superintendent and the Board prior to the time the recommendation appears on the agenda for formal action.

References: School Code – 24 P.S. Sec. 1111