I. REMUNERATION

A. ACCEPTING GIFTS

Gifts are defined as anything of value voluntarily transferred from one individual to another, made gratuitously to the recipient.

School District employees will not accept any individual gift in excess of $250 in value annually from any booster club, parent organizations or groups, students or family members of students without the express prior approval of the Superintendent or his/her designee.

B. ACCEPTING PAYMENTS FOR EXTRA-CURRICULAR RESPONSIBILITIES

Payments are defined as monies, or its equivalent, received by an individual for services rendered.

Employees may accept additional payments from third parties for extracurricular responsibilities upon approval of the Superintendent or his/her designee. To ensure further fiscal and tax accountability and consistency, the Superintendent will develop guidelines that authorize and govern student support organizations to provide additional payment to employees for extracurricular responsibilities.

C. PROVIDING COACHING, INSTRUCTION OR OTHER SERVICES FOR PAYMENT

Employees may accept employment from third parties for School District or School District Student-related activities with written approval of the Superintendent or his/her designee.
The following activities are prohibited when they involve students under the employee's authority or supervision:

1. Soliciting students or parents of students under the employee's authority or supervision to purchase equipment, supplies, or services from the employee; and,
2. Promoting athletic/extracurricular camps in which the employee is working, or providing tutoring, additional instruction, private lessons or after care/respite care for payment to students under the employee's authority or supervision.

II. EMPLOYMENT OF RELATIVES

The School District will permit the employment of relatives of current employees as long as such employment does not, in the opinion of the Superintendent or designee, create an actual or perceived conflict. The School District will exercise sound business judgment in the placement of related employee in accordance with the following:

A. For purposes of this Policy, the following definitions control:

a. Relative will be defined to include spouse, ex-spouse, child, step-child, grand-child, parent, grand-parent, brother, sister, half-brother, half-sister, uncle, aunt, niece, nephew, first-cousin or the spouse of any of them. The relationships will also include those arising from adoption. Persons who are common law married or who are living in a meretricious relationship are also considered as relatives under the intent of this Policy.

b. Personnel Actions include, but are not limited to, recommendations for new hires, promotions, pay raises, transfers, duty assignments and disciplinary matters of an employee or any individual employed by the School District, including the Superintendent.

B. Relatives are permitted to work in the same school or other facility, provided no direct reporting or supervisory/management relationship exists between employees. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced, or give that appearance of having been influenced, by the other relative. No employee may recommend any personnel actions for or on behalf of any relative.

C. Relatives are not permitted to work in the same department or in any other position which the Superintendent believes an inherent conflict of any interest may exist.

D. Employees who marry while employed are treated in accordance with these guidelines, if following the marriage one spouse has any supervisory authority over the other spouse one of the employees will be transferred if a like position is available or, if a like position is not available, employee will need to resign at the earliest practical time as directed by the Superintendent of and/or designee.

E. The Superintendent will adopt and maintain employment application forms for all persons seeking employment within the district which shall require each applicant to disclose if the applicant is related to a current employee or School Board Member.

F. Employees who are already related at the time of the adoption of this section; or who would be in violation of this section upon the election or appointment of a relative to an elected or appointed supervisory position; or who become related subsequent to their employment on account of the marriage or of some other person; may continue their employment subject to the following conditions: Employees who become subject to the prohibitions of this policy as a result of its adoption or amendment; the employee's or Relative's job change, or the election of a Relative may continue their employment subject to the following:

1. Board Members will be informed prior to any employment decision of the existence of any actual or potential Relative(s) within any agenda item to afford the Board Member an opportunity to recuse them from such decision. Effected employees must disclose in writing to their supervisor, the Superintendent, or the Board Chair depending upon the nature of the conflict any actual or potential

conflict of interest that may arise as a result of the employment or election of a Relative.

2. Department directors and supervisors will make every effort to transfer any relative to a different division or section so as to avoid any direct supervision and will not participate in any personal actions involving a relative.

G. This Policy will not be construed and shall not be enforced so as to deny employees those rights guaranteed by O.C.G.A. §20-2-940, et seq.

All other Policies of the Cherokee County School District in conflict herewith are specifically repealed.

REVISED: July 21, 2016, July 23, 2026

Cherokee County Board of Education