Adopted: September 25, 2006

Revised: 10/26/09, 10/26/15; 8/14/17; 5/12/25

436 NEPOTISM

I. PURPOSE

The purpose of this policy is to establish consistent employment guidelines and to prevent situations where an individual may have or be perceived to have unfair influence over the career development, work assignments or work direction, performance reviews, or compensation of a family member who is also employed by South St. Paul Schools.

II. GENERAL STATEMENT OF POLICY

A. The District may employ family members of current employees. To be hired, transferred or promoted, immediate family members may *not*:

1. Be assigned to positions where one can directly impact the employment conditions or career of the other. This includes decisions involving hiring, termination, compensation, performance evaluation, discipline, promotional opportunities and work assignments; or

2. Be assigned to positions where one reports to, directs the work of, or otherwise has direct supervision of another immediate family member.

B. This policy shall apply to all employees. Exceptions to this policy may occur, with prior approval from the Superintendent or designee; for seasonal coaches, temporary employees (assignments less than 60 days) or summer help. In all cases, District selection and hiring protocols and procedures are to be followed.

C. This policy shall be interpreted and applied consistently with mandates of federal and state equal employment opportunity and discrimination laws.

III. DEFINITIONS

A. "Immediate Family Member." An immediate family member is a: parent or guardian, spouse, child, sibling, grandmother, grandfather, grandchildren, stepchild, step-mother, step-father, step-sister and step-brother, father and mother-in-law, daughter and son-inlaw, brother and sister-in-law, or a member of the employee's household.

B. "Direct and Indirect" supervision means the authority to make, participate in, or recommend employment and/or compensation-related decisions involving an immediate family member, including, but not limited to, decisions concerning hiring,

promotion, transfer, discipline, termination, salary, evaluation, grievance resolution, or other similar personnel actions.

IV. ADDRESSING EXISTING CONFLICTS AND CHANGES IN RELATIONSHIP BETWEEN EMPLOYEES

A. The Department of Human Resources will be responsible for implementing the provisions of this policy based upon the information furnished by applicants and employees.

B. Any school district employee involved in a direct or indirect supervision relationship with an immediate family member that existed prior to the original approval date of this policy or that arises after the adoption of this policy shall promptly notify the Director of Human Resources of such relationship.

C. Applicant/employee is responsible and accountable for providing accurate and complete information regarding the identity of his/her "immediate family members" on disclosure forms/statements, including, but not limited to, those required for employment, assignment, transfer, or promotion.

D. Employees witnessing nepotism under this policy shall report such activity to the Director of Human Resources. No employee may be subject to reprimand or disciplinary action for good faith reports under this policy.

E. The District reserves the right to modify the employment relationship by whatever means necessary.

V. COMPLIANCE WITH EQUAL OPPORTUNITY AND DISCRIMINATION LAWS

A. Nothing in this policy shall be construed as discouraging the employment of close family members of current employees for positions that do not involve direct supervision by a close family member.