



EXHIBIT AL  
SAYRE AREA SCHOOL DISTRICT  
FINAL READING/POLICY REVIEW

Book	Policy Manual
Section	300 Employees
Title	Nepotism
Code	303
Status	First Reading
Adopted	December 10, 2018

### **Purpose**

It is the policy of the Board to prevent nepotism, in actuality or appearance, to the fullest extent possible under the law.

### **Definitions**

**Nepotism** means showing favoritism to relatives of Board members, commissioned officers, other management-level employees, or mentors in the district's employment practices, personnel actions, and supervisory functions. The following definitions apply to the interpretation and implementation of this policy only.

**Family Relationship-** the relationship, whether by blood, marriage, adoption or otherwise, to a family member as defined below.

**Family Member-** a person's spouse, parent, step-parent, foster parent, child, step-child, foster child, brother, step-brother, foster brother, sister, step-sister, 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 or other adult with whom the applicant co-habits. The term also includes any other person who shares the same residence and who is generally regarded within that family as being one of the foregoing family members.

**Immediate Family Member-** a person's spouse, parent, step-part, foster parent, child, step-child, foster child, brother, step-brother, foster brother, sister, step-sister, or foster sister. the term also includes any other person who shares the same residence and who is generally regarded within that family as being one of the foregoing immediate family members.

**Management Team Member-** the Superintendent, any principal, and/or any other administrator.

**Personnel Actions-** include, but are 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 advancements' wage or salary determinations; performance evaluations or ratings; performance or employee development counseling' 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.

**Supervisory Functions-** include, but are not limited to, monitoring or reporting on job performance; enforcing compliance with workplace rules, regulations, and policies; tracking absences or time worked; and making initial assessments, reports, recommendations or decisions regarding personnel actions.

### **Guidelines**

The relationship of the applicant for employment to a member of the Board or any other school district employee shall not be a basis for hiring, and neither factor into, nor have an influence upon hiring, assigning position, advancement, evaluations or other personnel actions.

A disclosure statement shall be included with each employment application to document the names of relative(s) known by the applicant to be employed by the school district. Any misstatement of fact material to this disclosure may be grounds for dismissal by the Board.

An applicant whose qualifications rank first for the position under consideration pursuant to the hiring process may be employed, either in a full-time or a part-time basis, providing no relative is immediately responsible for the recommendation to hire, to supervise, to direct, to evaluate, or to influence salary recommendations.

No person shall be employed by the district who is an immediate family member to the Superintendent. No applicant for the position of Superintendent shall be considered for employment if an immediate family member is currently an employee of the district.

If during the course of employment with the school district, two (2) employees marry, enter into a cohabitation relationship, or become relatives as defined above, one (1) employee shall not be permitted to supervise the other.

In the event of an involuntary transfer, every reasonable effort will be made to avoid situations in which one (1) employees supervises the other.

An employee may not mentor another employee who is an immediate family member.

No employee who is a relative of a Board member, commissioned officer, or other members of the Management Team will be shown favoritism in the course of the district's personnel actions and supervisory functions.

### **Delegation of Responsibility**

Regarding any employee who is already in place on the adoption date of this policy and is out of compliance with this policy, said exiting employee may continue his/her service with the district. The Superintendent will evaluate such circumstances and recommend transfers that will bring all employees into compliance with this policy. Every reasonable effort will be made to make such transfer recommendations effective during the school year.

The Superintendent shall notify the Board members if any individual being recommended for employment is a relative of a member of the school districts staff.

Last Modified by Tammy L Shedden on December 10, 2018