NEWPORT SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: NEPOTISM GUIDELINES FOR HIRING AND SUPERVISING PROFESSIONAL EMPLOYEES

ADOPTED: September 21, 2009

REVISED:

404.1. NEPOTISM GUIDELINES FOR HIRING AND SUPERVISING PROFESSIONAL EMPLOYEES

1. Purpose

The object of this policy is to advance Newport School District's commitment to hiring the best qualified persons available for school district employment positions, and to ensure that personnel management and supervisory role decisions are based upon fair individual merit. Fulfilling this commitment requires that the school district maintain an atmosphere free of the appearance of nepotism: the hiring, supervising, rewarding, advancement or other favorable treatment of employees based upon or influenced by family relationships. Nepotism, or the appearance of nepotism, can degrade staff morale, can arouse public distrust, and is an obstacle to teamwork, effectiveness, and quality performance. Except where specifically required for the prevention of nepotism, the family relationship of an employee or applicant for employment to a member of the Board or any other school district employee shall not be the basis for, factor in, nor an influence upon hiring, assignments, advancement, evaluation, or other personnel actions.

2. Definitions

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, nephew. The term also includes any other person who shares the same residence and who is generally regarded with the family as being one of the foregoing immediate family members.

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

	Immediate Supervisor - the person who performs supervisory functions regarding an employee at the first supervisory level. Where different persons with respect to the same employee perform such supervisory functions at the first level, all of the persons performing one or more of such supervisory functions with respect to that employee are considered to be an immediate supervisor. **Management Team -** all commissioned officers and Act 93 members.
3. Guidelines	General Prohibition And Reporting In the context of supervisory functions and personnel actions, school district personnel shall not request or show favoritism for, nor request or give other special consideration or treatment to, an employee or applicant for employment based on whole or in part upon that employee's or applicant's family relationship to any district employee or Board member. School district personnel whose higher supervisory chain includes a family member of the employee or applicant involved shall not permit that fact, nor the fact that the employee or applicant involved is a family member of the Board or Management Team, to influence supervisory functions or personnel actions. School district personnel should not trade favors involving such prohibited favoritism or special consideration with respect to family members of other employees, and shall not influence or attempt to influence supervisory functions or personnel actions involving their family members performed by other school district employees. District personnel shall report to the Superintendent any attempts or violations of this policy.
SC 1111	Family Members Not To Participate In Hiring Or Assignment Decisions Whenever an applicant for any assignment or position of employment in a school district has a family relationship to a member of the Management Team, a Board member, or any other school district employee, the related Management Team member, Board member, or other related employee shall not participate in screening, interviewing, evaluating, or recommending the applicant for such assignments or positions of employment. Family Relationship Not To Otherwise Disqualify A person's family relationship to a school district employee or Board member shall not otherwise disqualify that person from employment or assignment in the school district, and such persons may be recommended for employment or assignment based on their individual merit and qualifications.

Restructuring When Supervisor Becomes Family Member Of Persons Supervised

In the event that, subsequent to initial employment or assignment, an employee and the employee's immediate supervisor become family members with respect to each other, the Superintendent may determine that reassignment is not feasible or in the best interest of the district. The Superintendent shall endeavor to restructure supervision and/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. A report should be shared with the Board.

Disclosure Of Family Relationship And/Or Personal Relationship With Management Team Or Board Member

Whenever a person with a family relationship to any member of the Board or member of the Management Team 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. A candidate who knowingly and intentionally fails to disclose the required information will be disqualified.

References:

School Code – 24 P.S. Sec. 1111