

USD 383 Board Policy does not prohibit or give preference to the employment of relatives as long as a conflict of interest situation perceived or otherwise, is avoided.

Relatives shall mean: spouse, parent, step-parent, parent-in-law, foster parent, grandparent, step-grandparent, grandparent-in-law, child, stepchild, sibling, sibling-in-law, grandchild, aunt, uncle, and first cousin.

Relatives of employees may be considered as applicants for a given position, in accordance with the District's normal employment practice, provided that:

1. The position for which they are applying is not in the direct line of supervision of or by a relative and does not allow undue influence in the decision making process.
2. Current Employees who apply for and are recommended to the Board of Education for approval for a position that would place them in the same building as a relative and whose duties would include supervising, having input into evaluation, appointment, retention, promotion, tenure, or salary of such relative, would necessitate that the relative be transferred when an appropriate vacancy occurs. In the case of a certificated employee, procedures outlined in Article XX, Personnel Assignment and Transfer, NEA Manhattan-Ogden Agreement will be followed.
3. Employees who become married after being employed will be allowed to maintain their present positions except in the case of working directly for or supervising a spouse in the same department. In this situation, one employee will be transferred when an appropriate vacancy occurs. In the case of a certificated employee, procedures outlined in Article XX, Personnel Assignment and Transfer, NEA Manhattan-Ogden Agreement will be followed.

These guidelines apply to the employment of relatives of USD 383 employees and Board Members.

Approved: 5/05