

<p>3. Guidelines</p>	<p>Family Member/Relative will mean (including adopted or foster) a parent, child, spouse, sister, brother, grandchild, niece, nephew, uncle, aunt, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, stepson, stepdaughter, or first cousin. The term relative also includes a person who resides in the same household as, or a person who has made his home with, any of the foregoing relatives</p> <p>Supervisory Functions includes but is 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.</p> <p>School district personnel shall not request or show favoritism to employees or applicants based on a relationship to any district employee or Board member. District personnel shall report to the Superintendent any attempts or violations of this policy.</p> <ul style="list-style-type: none"> • Hiring practices shall be a comprehensive vetting process involving a sufficient applicant pool. • No member of the Board, nor the superintendent, nor any supervising administrator shall seek, assist or advocate the appointing, hiring or advancing of his/her relative to any regular employment, professional or otherwise, within the school district. • No employee shall attempt to influence the hiring of a family member/ relative. • No employee shall participate in the hiring process of a family member/ relative. • No employee shall be immediately supervised by a family member/ relative. This provision shall not apply to Extra-Curricular or Co-Curricular Employees. In the case of Extra-Curricular or Co-Curricular Employees who would otherwise be immediately supervised by a family member/relative, the Superintendent shall endeavor to reassign the supervisory functions relating to such Extra-Curricular or Co-Curricular Employee to a person who is not a family member/relative. • Whenever a person with a family relationship to any member of the Board or employee is recommended for employment or assignment, and the fact of such 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.
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	<ul style="list-style-type: none">• The Superintendent shall endeavor to structure supervision and/or assign responsibilities for supervisory functions and personnel actions regarding the related employee in a manner that is consistent with the goals of this policy. 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.• No employee shall attempt to influence supervisory functions involving their family member/ relative.• Family members/ relatives of Commissioned Employees shall not be eligible for employment in the District.• With respect to related persons currently employed by the school district at the time of adoption of this policy or who may become related in violation of this policy in the future as a result of marriage or otherwise, such persons may continue to be so employed, provided that such persons may be subject to reassignment to avoid direct supervisory responsibility for a related person.
	<p>Any provisions of this policy may be waived by the Board upon a finding by five (5) disinterested board members.</p> <p>Reference: School Code – 24 P.S. Sec. 1101, 1111</p>