

SECTION: CLASSIFIED EMPLOYEES

TITLE: NEPOTISM

ADOPTED: January 25, 2010

REVISED: November 7, 2011

REVIEWED: November 14, 2016

SOUTHERN LEHIGH SCHOOL DISTRICT

503.2 NEPOTISM	
1. Purpose	<p>The objective of this policy is to advance Southern Lehigh 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 nepotism or 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. 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, except where specifically required for the prevention of nepotism. Therefore, the Superintendent or his/her designee shall be responsible for ensuring hiring practices designed so that all employees are recommended for employment or assignment based on their individual merit and qualifications.</p>
2. Definitions	<p>Board Member shall mean any person who is elected or appointed as a director of the district.</p> <p>Commissioned Employee means any district Superintendent, district Assistant Superintendent or other commissioned employee of the district.</p> <p>Management Level Employee means any management or supervisory level employee not included within the definitions of commissioned employee or professional employee, including all Act 93 employees.</p> <p>Non-Professional Employee means any person employed to fill a position other than commissioned employee, management level or professional employee.</p> <p>Professional Employee means any teacher or other employee of the district who is a professional employee within the meaning of the School Code.</p> <p>Extra-Curricular or Co-Curricular Employee means an employee who is appointed on an annual basis to serve as an advisor, coach, or assistant with respect to student extra-curricular or co-curricular activities.</p>
SC 1101	

<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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503.2. NEPOTISM - Pg. 3

	<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>