

Personnel

SUBJECT: PROHIBITION OF SUPERVISION OF RELATIVES

A member of an employee's immediate family may be considered for employment and employed by the District, provided the applicant possesses all the qualifications for employment. An immediate family member may not, however, be employed or assigned to a position that would:

- a) Create either a direct supervisor/subordinate relationship with an immediate family member; or
- b) Create a prohibited conflict of interest under Article 18 of the General Municipal Law.

This prohibition will also apply when transferring or promoting an employee. Direct supervision means the immediate level of supervision above an employee and/or when the supervisor is a decision-maker on the employee's evaluation, discipline or selection for appointment, promotion or transfer.

For purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

It is further the intent of this policy to avoid the creation of an indirect supervisor/subordinate relationship with an immediate family member. If, however, an assignment with indirect supervision is necessary, a plan to avoid conflicts shall be developed and submitted to the Director of Human Resources. The purpose of the plan is to specifically outline how the indirect supervision shall occur and how any potential conflict of interest or appearance thereof will be mitigated. When a plan is filed, the Director of Human Resources shall notify the Superintendent and the Superintendent shall notify the Board.

If an assignment should occur where there are problems mitigating potential conflicts of the supervisor/subordinate relationship, the District will find a suitable position within the District to which one of the affected employees may transfer. If this is not feasible, the employees will be permitted to determine which of them will be reassigned, and absent an agreement, the Superintendent may reassign one of them.

General Municipal Law Sections 800-809

Adopted: 4/27/05