



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: G - Personnel
POLICY TITLE: Employment and Supervision of Relatives
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1. PURPOSE AND PHILOSOPHY

- 1.1 In order to promote the public interest and strengthen the trust and confidence of the citizens of Nebo School District, the Board of Education hereby implements the following policy to eliminate the improper use of influence in the hiring and supervision processes of the District and to comply with applicable law (Utah Code Ann., §52-3-1, et seq.).
- 1.2 It is the policy of the Nebo School District not to discriminate on the basis of age, sex, race, color, national origin, pregnancy, disability, religion or any other legally protected class(es) as defined by applicable state and federal law.

2. DEFINITIONS

- 2.1 **“Appointee”** means an employee whose salary, wages, pay or compensation is paid from public funds.
- 2.2 **“Direct Supervision”** or **“Directly Supervise”** means an employment relationship in which: (a) the supervisor is directly responsible for the day-to-day duties and responsibilities of the employee; (b) the supervisor and employee work within the same school, program, or department; and (c) the supervisor is responsible to complete the employee’s annual evaluation.
- 2.2 **“Relative”** means a father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, step-father, step-mother, step-son, step-daughter, step-sister, step-brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
- 2.3 **“Volunteer”** means a person who receives no salary, wages, pay, or compensation for their services to the District.

3. HIRING

- 3.1** Any Board member or employee of the District may recommend, employ, appoint, or vote for the appointment of a Relative or co-habitant in or to any position or employment in Nebo School District, except when: (a) the salary, wages, pay, or compensation of the Appointee will be paid from public funds; AND (b) the Appointee will be Directly Supervised by a Relative.
- 3.2** The exception in Section 3.1 does not apply if: (a) the Appointee is a Volunteer; (b) the Appointee is the only person available, qualified, or eligible for the position; or (c) the Board of Education determines that the employee is the only person available or best qualified to perform supervisory functions for the Appointee.

4. DIRECT SUPERVISION

- 4.1** No District employee may Directly Supervise an Appointee who is a Relative or co-habitant when the salary, wages, pay, or compensation of the Relative will be paid from public funds.
- 4.2** The prohibitions in Section 4.1 do not apply if: (a) the Relative was appointed or employed before the District employee assumed his/her supervisory position, if the Relative's appointment was not unlawful at the time of appointment; (b) the Appointee is a Volunteer; (c) the Appointee is the only person available, qualified, or eligible for the position; OR (d) the Board of Education determines that the employee is the only person available or best qualified to perform supervisory functions for the Appointee.
- 4.3** In the event a District employee Directly Supervises a Relative, the employee shall make a written disclosure of the relationship to the Superintendent. The District employee may not evaluate the Relative's job performance or recommend increases in salary or compensation for the Relative.

5. ACCEPTANCE OF EMPLOYMENT

- 5.1** No Appointee may accept or retain employment in the District if the Appointee is under the Direct Supervision of a Relative.
- 5.2** The prohibitions in Section 5.1 do not apply if: (a) the Relative was appointed or employed before the District employee assumed his/her supervisory position, if the Relative's appointment was not unlawful at the time of appointment; (b) the Appointee is a Volunteer; (c) the Appointee is the only person available, qualified, or eligible for the position; OR (d) the Board of Education determines that the employee is the only person available or best qualified to perform supervisory functions for the Appointee.

EXHIBITS

None

REFERENCES

Utah Code Ann., §52-3-1, et seq.

FORMS

None
