



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7184

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CATEGORY: **Personnel, General**

EFFECTIVE: **2-10-64**

SUBJECT: **Employment and Assignment of Relatives  
of District Employees**

REVISED: **10-13-99**

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## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing employment and assignment of persons who are related to district employees. (This procedure applies to all assignments (monthly, temporary, and hourly) including substitute assignments of more than a few days' duration.)

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1340.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative/Operational Support.
2. **Definitions**
  - a. **Relatives:** Includes the following relatives of employee or employee's spouse or domestic partner: mother, father, grandmother, grandfather, grandchild, spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, domestic partner, or any relative living in the immediate household of the employee. (Mother and father are defined to include stepmother and stepfather, and court-appointed legal guardians.)
  - b. **Supervisor:** Person responsible for assigning work and evaluating performance of an employee.
  - c. **Immediate supervisor:** Person who oversees performance of work previously assigned by the supervisor.
3. **Regulations**
  - a. An applicant or employee shall not be selected for nor assigned to a school or department where another employee, who is a relative, will be *supervisor* or *immediate supervisor*.

- b. A relative of a principal shall not be selected for nor assigned to the same school, even though the principal is not *supervisor* or *immediate supervisor* (as defined above) of that employee.
- c. A relative of a division or department head shall not be selected for nor assigned to a department within division/department head's jurisdiction.

#### **D. IMPLEMENTATION**

1. **Employee** notifies the Human Resource Services Division (in writing) immediately upon receipt of information that he/she is being considered for employment or assignment in any school or department where he/she would be supervising a relative, or would be under supervision of a relative (as defined above), or when such a family relationship is newly created through marriage or cohabitation. Applicants must indicate on application form whether they are related to any person employed by the district, what the relationship is, and where they are located.
2. **Principal, department head, or other selecting official** determines if a conflicting relationship exists prior to making an official selection or assignment of any applicant or employee referred or certified to him/her for consideration.
3. **Principal or department head** arranges transfer and reassignment of an employee when a conflicting relationship (as defined in C.3.a.-c.) in the same school or department arises through marriage or cohabitation. Such transfer shall be effective not later than first day of ensuing school year.
4. **Human Resource Services Division**
  - a. Reviews existing conflicting relationships and confers with appropriate principal or department head to determine action to be taken.
  - b. Determines if conflicting family relationship exists on new hires and transfers; withholds final appointment.
  - c. Informs all applicants and candidates for employment, transfer, or promotion of these regulations at earliest practicable time whenever conflicting family relationships are known to exist.

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**E. FORMS AND AUXILIARY REFERENCES**

1. Classified, certificated, and management applications for employment, assignment, or transfer.
2. Employee records, forms, or evidence indicating existence of an employee-family relationship as defined above.

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education