

Human Resources Department

Administrative Guideline No. 2012 No. 1



Re: Anti-Nepotism
Date: March 29, 2012
From: Paul Apostle, Assistant Superintendent for Human Resources

Decisions concerning the employment, evaluation, promotion, and compensation of Seattle Public School staff should be based on individual merit. Favoritism based on family or personal relationships detracts from this important objective. Consistent with these principles, the purpose for this Administrative Guideline is to avoid the conflict of interest or the appearance of favoritism when an employee hires or supervises a family member.

Guidelines:

A Seattle Public School employee may not hire, supervise, promote, transfer, discipline, or evaluate a family member. Family members may be concurrently employed by the District so long as the assignment of a family member does not create a supervisory/subordinate role.

Supervisors who hire, supervise, promote, transfer, discipline, or evaluate staff may not have a sexual relationship or engage in dating activities with a subordinate.

To correct an existing situation that is in conflict with these guidelines, an employee or the supervisor must be transferred as soon as feasible to an available opening of a comparable level for which the employee/supervisor qualifies. The Labor Relations Director or designee will work with the appropriate bargaining unit representative and within any governing collective bargaining agreement when represented positions are affected to bring any transfer into conformity with this guideline. When a conflict that violates these guidelines exists, it is the responsibility of the supervisor to immediately notify their supervisor or the Assistant Superintendent for Human Resources.

This Anti-Nepotism policy shall be subject to all anti-discrimination requirements applicable to an individual and to Seattle Public Schools.

Definitions:

- "Family member" means spouse or domestic partner, child, step-child, parent, step-parent, parent-in-law, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, son- or daughter-in law, brother- or sister-in law, or first cousin.
- "Domestic partner" means any two people who are both eighteen years of age or older; are not married to any persons; are not related by blood to one another in a manner that would bar their marriage in Washington state; have a relationship of mutual support, caring, and commitment; and do not have any other domestic partner.
- "Supervisory/Subordinate Role" means a condition where the employee participates in the hiring, supervision, promotion, transfer, discipline, or evaluation of a family member.
- "Dating activities" means a form of courtship consisting of romantic social activities done by two people.

Employees may send questions about this guideline to Paul Apostle, Assistant Superintendent for Human Resources at paapostle@seattleschools.org. The Seattle Public Schools' Ethics Policy (5251) applies to many nepotism situations covered by this guideline. Employees may direct questions about the Ethics Policy to the Ethics Officer, Wayne Barnett, at Wayne.Barnett@seattle.gov.

A handwritten signature in black ink, appearing to read "Paul Apostle", written over a horizontal line.

Paul Apostle
Assistant Superintendent for Human Resources