

NEPOTISM EXCEPTION REQUEST

Related Policies: DP303 Staff Selection-Licensed, DP307 Staff Selection, Promotion and Salary Placement-ESP
"No employee shall be directly supervised or evaluated by a relative. Family members as described in D1 may not be employed under the same immediate supervisor, defined as the authorized evaluator for the employee, without Cabinet approval and Board notification."

To Be Completed by Principal/Director

Applicant Information

Applicant Name: _____ New School/Dept.: _____

New Job Title: _____ New Supervisor Name: _____

Contracted Hourly Miscellaneous Estimated Hire Date: _____

Current Employee (Relative) Information

Name: _____ Supervisor Name: _____

Job Title: _____ Relationship: _____

Contracted Hourly Miscellaneous

Date Position Posted: _____ Date Position Closed: _____

of Qualified Candidates: _____ Frontline Job Requisition # _____

List names of ALL candidates interviewed for the same posting:

Nepotism Request Rationale:

Will this hire create a situation where two relatives will be supervised or evaluated by the same person?

If yes, explain:

Principal/Director Signature: _____ Date: _____

HR Use Only-Verification

Frontline ID #: _____ Date Posted: _____ Date Closed: _____ # of Qualified Candidates: _____

HR Specialist Verification: _____ Date Verified: _____

Additional Information:

Approved Denied

 Superintendent Signature