

TITLE: Nepotism Certification for Certificated Employees

NUMBER: BUL-141508

ISSUER: Ileana M. Dávalos
Chief Human Resources Officer
Human Resources

DATE: June 19, 2023

POLICY: This is a new policy established to provide direction for certificated applicants, employees, supervisors, and hiring administrators.

MAJOR CHANGES: Not applicable

ROUTING
All Employees
All Locations

GUIDELINES: In accordance with Los Angeles Unified School District Board Rule 1911, all administrators responsible for the assignment of employees shall endeavor to avoid the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise. No assignment will be allowed that will establish a supervisor or subordinate relationship at the first or second level of supervision between two employees who are close relatives or cohabitants. For the purposes of this Rule, close relatives shall be defined as including spouse/domestic partner, sibling, parent, child or grandchild; cohabitants shall be defined as persons living together. Exceptions to this Rule can only be made by the Superintendent of Schools for the good of the Los Angeles Unified School District.

The following direction shall apply:

- A. For the purpose of this Bulletin, "close relatives" are defined as spouse/domestic partner, parent (including in-law, step, and foster parent, and parent of cohabitant who is the equivalent of spouse); child (including child of spouse, son/daughter-in-law, step and foster child, and child of cohabitant who is the equivalent of spouse); brother, sister (including in-law and step-brother or sister), or grandchild (includes grandchild of spouse, step grandchildren, and grandchildren of cohabitant who is equivalent of spouse); grandparent (includes in-law, step, and a grandparent of cohabitant who is the equivalent of spouse); "cohabitants" is defined as persons living together or is the equivalent of spouse; any relative in the employee's immediate household.

- B. All administrators responsible for the assignment of employees shall avoid the assignment of close relatives or cohabitants to work in the first or second level of supervision between two employees or situations where conflicts of interest could arise. In no case will an assignment be allowed that will establish a supervisor/subordinate relationship at the first or second level of supervision between two employees who are close relatives or cohabitants.
- C. If, for the good of the District, an assignment of close relatives or cohabitants within the same organizational unit is to be made, the assignment must first be reviewed and approved by the Superintendent of Schools. If a supervisory relationship as described in Section B would be established by the assignment, administrative approval must be withheld.
- D. District employees and applicants must disclose in writing to the Certificated Assignments and/or Administrative Assignments office any relationship which may be covered by this Rule prior to appointment to a position or upon change to a relationship status as covered above.
- E. A completed *Nepotism Certification Form* (ATTACHMENT A, HR Form 1021) **must** be completed and submitted along with the Intent to Hire (ITH) and the Request for Personnel Action (RPA) prior to appointing a candidate to any certificated position. Providing false or inaccurate information, and/or failure to comply with this policy may subject an employee to discipline, up to and including dismissal.

AUTHORITY: This is the policy of the Superintendent of Schools.

RELATED RESOURCES: Attachment A – Nepotism Certification Form (HR FORM 1021)
Attachment B – Board Rule 1911

ASSISTANCE: For assistance or further information, regarding Certificated Assignments contact Leanne Hannah at (213) 241-5100 Ext. 29241. For information regarding Administrative Assignments contact Maria Voigt at (213) 241-6365.



NEPOTISM CERTIFICATION FORM

District employees and applicants must disclose any relationship, which is covered by Board Rule 1911 prior to appointment to a position. Specifically, Board Rule 1911 precludes the assignment of close relatives or cohabitants to the same organizational unit. For the definition of a close relative and cohabitant refer to Human Resources Division Bulletin 141508, Section A.

The administrator at a location must certify that anyone being hired for a position is not a close relative or cohabitant to work in the first or second level of supervision between two employees or situations where conflicts of interest could arise. If the person being hired is related to anyone in the organizational unit, it is necessary for the Superintendent of Schools to approve the certification form. For assistance or further information, please Human Resources Division at (213) 241-6131.

PLEASE PROVIDE ALL INFORMATION, CHECK APPROPRIATE BOXES, OBTAIN APPROPRIATE SIGNATURES, AND MAIL OR FAX TO:
CERTIFICATED ASSIGNMENTS: Via email to the Personnel Specialist assigned to your school/location
ADMINISTRATIVE ASSIGNMENTS: Maria Voigt, Administrator, at maria.voigt@lausd.net

Attention: [] Date: / /

If the selected candidate is not related to or a cohabitant of someone working at this site, principal/site administrator completes this section only
I wish to select
Name of candidate _____ Person ID/Employee # _____
For job title _____ In place of _____
School/Office _____ Budgeted Position # _____
I certify that the candidate is not related to or a cohabitant of someone working at this location
Signature of Supervisor _____ Title _____ Date / /

If the selected candidate is related to or is a cohabitant of someone working at this site and there is no first or second level supervisor relationship, this section is to be completed by the Superintendent of Schools. Please note: if the individual is related to more than one staff member, attach a form for each.

Specify the Staff Member
Name of Staff Member _____ Class Title _____ Relationship _____ Person ID/Employee # _____
The candidate is related to or is a cohabitant of someone working at this location.
However, I certify that there is no first or second level supervisor relationship.
Approved [] Not Approved []
Signature of Supervisor _____ Title _____ Date / /
Approved [] Not Approved []
Signature of the Superintendent of Schools _____ Date / /



RULES OF THE BOARD OF EDUCATION

BOARD RULE 1911

1911. NEPOTISM All administrators responsible for assignment of employees shall endeavor to avoid the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise. No assignment will be allowed that will establish a supervisor or subordinate relationship at the first or second level of supervision between two employees who are close relatives or cohabitants. For purposes of this Rule, close relatives shall be defined as including spouse, sibling, parent, child, or grandchild; cohabitants shall be defined as persons living together. Exceptions to this Rule can only be made by the Superintendent of Schools for the good of the Los Angeles Unified School District.

(Amended 5-25-99)