

**EMPLOYMENT OF IMMEDIATE FAMILY,
RELATIVES AND HOUSEHOLD MEMBERS**

1. A present employee's immediate family member, relative or household member may be hired by the District only if the individuals concerned will not have a financial dependence or influence, an auditing or control relationship or a direct supervisor/subordinate relationship. Immediate family shall be defined as persons related by blood, marriage or legal procedure. Relatives may include parents, children, step-children, spouses, siblings, first cousins, and in-laws of any of the aforementioned, uncles, aunts, nieces, nephews, grandparents and grandchildren. Household members shall be defined as other adults residing within the employee's home who are not defined as relatives.
2. If a relationship described in paragraph one above exists or develops between two employees, the employee in the senior position must bring this to the attention of his/her manager.
3. If employees who marry do have a financial dependence or influence, an auditing or control relationship or a direct supervisor/subordinate relationship, the District will attempt to reassign one of the employees to another assignment for which he or she is qualified, if such a position is available. If no such position is available, then one of the employees will be required to leave the District. The decision as to which employee will leave is left solely to the employees.
4. Transfers, promotional opportunities, classification transfers and demotions shall be approved only when the new position will not involve a financial dependence or influence, an auditing or control relationship or a direct supervisor/subordinate relationship by a member of the employee's immediate family.
5. This procedure applies to all employment categories (permanent, temporary, hourly and student).