

**CHESTER COUNTY  
INTERMEDIATE  
UNIT 24**

SECTION: EMPLOYEES

TITLE: NEPOTISM

ADOPTED: MARCH 20, 2019

REVISED: AUGUST 19, 2020

304.1 NEPOTISM

Policy Section	Policy Description
1. Purpose	<p>The objective of this policy is to advance the intermediate unit’s commitment to hiring the best qualified persons available for intermediate unit employment, and to ensure that personnel management decisions are made based upon individual merit. Fulfilling this commitment requires that the intermediate unit maintain an atmosphere free of the appearance of nepotism, the hiring, rewarding, advancement, or other favorable treatment of employees based upon or influenced by family relationships.</p> <p>Nepotism, or the appearance of nepotism, can degrade staff morale and arouse public distrust, and is an obstacle to teamwork, effectiveness, and quality performance. It is also the purpose of this policy to discourage favoritism and prevent disciplinary problems.</p>
2. Authority	<p>It is the policy of the Board to prevent nepotism, in actuality or appearance, to the fullest extent possible under law. Except where specifically provided under this policy for the prevention of nepotism, the family relationship of an employee or applicant for employment to a Board member, the executive director, a commissioned officer, division director, and/or management level employee shall not be a basis for, factor in, nor an influence upon hiring, assignments, evaluations, or other personnel actions.</p> <p>No person shall be employed who is related to any member of the Board, as defined in law, unless such person receives the affirmative vote of a 2/3 majority of all Board members present other than the member related to the applicant, who shall not vote.</p> <p>Legal References: SC 963, 964, 965</p> <p>No person shall be employed who is related to the executive director and/or any division director, as defined in law, unless such person receives the affirmative vote of a 2/3 majority of all Board members present.</p>

	<p>No person shall be employed based on the person’s acquaintance, friendship or other relationship with a member of the Board or an Intermediate Unit employee. Employment shall be based on merit and in strict accordance with law, Board policy and employment contracts.</p> <p>Legal Reference: SC 1111</p>
<p>3. Delegation of Responsibility</p>	<p>The Executive Director and/or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Board policy and state and federal laws and regulations.</p> <p>Legal Reference: Pol. 104</p>
<p>4. Guidelines</p>	<p><u>Screening and Appointment of Relatives</u></p> <p>Whenever an applicant for fulltime, regular, continuous employment in the intermediate unit, is a relative of or resides with any Board member, commissioned officer or management level employee, the related Board member, commissioned officer or management level employee shall not participate in screening, interviewing, evaluating, recommending or hiring the applicant for such assignment or position of employment.</p> <p>Whenever a person with a family relationship to any Board member, executive director, commissioned officer, and/or division director is recommended for employment or assignment, and the fact of such a relationship is known to any person involved in the hiring or assignment process, this information shall be disclosed to the executive director and to the Board of Directors prior to the time the recommendation appears on the Board agenda for formal action. The Board shall discuss in executive session as a personnel matter all persons recommended for employment who are known to have a family relationship to any Board member, the executive director, commissioned officer, and/or any division director prior to the vote to approve employment.</p> <p>Except as specifically set forth in this policy, a person’s family relationship to a Board member, commissioned officer, or management level employee shall not otherwise disqualify that person from employment or assignment in the intermediate unit, and such persons may be recommended for employment or assignment based upon their individual merit and qualifications.</p> <p>Persons related to or residing with intermediate unit employees, who are not commissioned officers, or division directors, or Board members, may be considered for employment or assignment and recommended to the Board. When the administration is aware that a recommended applicant is a relative of an IU employee, the Board shall be informed.</p> <p>No employee shall be assigned or reassigned to a position which requires that employee to supervise or evaluate or be supervised or evaluated by, any other</p>

<p>References:</p>	<p>employee who is his/her relative as defined in this policy.</p> <p>No administrator or supervisor of the Chester County Intermediate Unit shall have a relative working within his/her work unit. No direct line of supervision shall exist between any two (2) related persons. No indirect line of supervision within two levels of supervision shall exist between any two (2) related persons.</p> <p>The relationship of a job applicant to a current employee or Board member of the Chester County Intermediate Unit shall be considered neither an advantage nor a disadvantage to securing a position. Each applicant will be considered based on his/her individual merit. In addition, no member of the IU Board, nor the executive director, nor any administrator, shall use his or her position to seek, assist or advocate the appointing, hiring or advancing of his/her relative to any regular employment, professional or otherwise, within the Chester County Intermediate Unit on grounds other than documented qualifications and/or merit.</p> <p>Any violation of this guideline will be reported by the Director of Human Resources to the Executive Director and/or the President of the Board of CCIU Directors, if such knowledge exists.</p> <p>Nothing in this policy shall affect the employment of any person presently employed by the CCIU Board of Directors.</p> <p>Legal 1. 24 P.S. 1111 2. Pol. 304 65 Pa. C.S.A. 1101 et seq Board Policy – 304</p>
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