

INDEPENDENT SCHOOL DISTRICT 199
Inver Grove Heights Community Schools
2990 80th Street East
Inver Grove Heights, Minnesota 55076

EMPLOYMENT AND SUPERVISION OF RELATIVES

I. Purpose

The recruitment, selection, development, and supervision of staff are important processes that contribute to the quality, morale, and effectiveness of the staff. Therefore, the district has established parameters for the employment and supervision of relatives to aid in the overall effectiveness and integrity of the instructional program.

II. General Statement of Policy

It is the district's policy that its recruitment, selection, development, and supervision actions shall be based upon employment principles and practices that provide access and opportunity for qualified candidates and are cognizant of family/relationship issues or questions.

Officials or staff of District 199 shall not engage in, or be associated with, nepotism in personnel actions or practices.

III. Definitions

- A. Advocating. An action which may be of a verbal or written character and includes referral for consideration to subordinates, letters of introduction, and application transmittals.
- B. Personnel actions. District actions that may include recruiting, screening, interviewing, appointing, employing, promoting or advancing, and supervising people are considered to be personnel actions.
- C. Officials or staff. For the purposes of this policy and its implementation the following shall be considered officials or staff:
 - 1. A person who serves as a board member, an administrator, a professional employee who holds a license from the Minnesota Department of Education, or a supporting employee.
 - 2. A person who has been granted authority by law, rule, regulation, or delegation, the authority to appoint, employ, promote, advance, discharge, demote, suspend individuals or recommend any of these actions.
 - 3. A person who meets any of the statements cited in items A. and B. above in connection with employment in Independent School District 199 of Inver Grove Heights, Minnesota.

D. Relatives. For the purposes of this policy and its implementation the following familial relationships shall be considered “relative”:

1. Spouse/fiancé
2. Parent or parent-in-law
3. Step parent or foster/guardian parent
4. Child or step child or in-law
5. Foster child or legal guardian
6. Grandchildren/step-grandchildren
7. Sibling
8. Sister or brother-in-law by marriage to sibling or spouse’s sibling
9. Step, half or foster sibling
10. Aunt or uncle
11. Niece or nephew by sibling or spousal relationship
12. First cousin by maternal, fraternal or spousal relationship

IV. Implementation

Independent School District 199 will attempt to reduce or eliminate conflicts through recruitment, selection, employment and supervision processes and procedures specifically limiting familial conflicts. In situations where the district is able to anticipate potential conflicts, alternative interview teams, assignments and methods of supervision and evaluation will be used. In situations where the district is not able to anticipate potential conflicts, it shall be the responsibility of the district official or staff to disclose to the school board at a regular board meeting within four (4) weeks of the date of employment or appointment the status of the employment of a relative by completion of form 427F.

The district reserves the right to recognize and modify the employment relationship by whatever means necessary. In no circumstance will an ISD 199 employee interview, recommend for employment to the board, provide primary supervision or evaluate a relative.

Legal Reference: Minnesota Statute § 122A.40
Minnesota Statute § 123B.28

Cross Reference: AR _____
427F – Disclosure Form – Employment of Relatives