

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Board Policies Covering All Employees**

**EMPLOYMENT**

**BP 4007**

Personnel

Only the Board can hire and terminate employees. The hiring or appointment of an employee shall be acted upon only by the Board. The only exceptions to these requirements are in Board Policy 4017.

The specific assignment of an employee shall be determined by the Superintendent or designee.

**Nepotism Rules**

The Board believes that employment of relatives in the same facility, department, division, office or line of supervisory authority can cause serious problems in the work place which adversely affect productivity, morale, confidentiality, safety, and security. The employment of relatives can also create conflicts of interest, and can adversely impact the working relationships between supervisors and employees and between co-employees. Additionally, these problems adversely affect the public trust and confidence in the fairness and effectiveness of the employment policies and operations of the District.

Current District employees are strictly prohibited from participating in, or influencing or attempting to influence the selection process or the employment, promotion or transfer of any relative or their spouse.

The District reserves the right to take prompt action to prevent the attempt of any relative or spouse to influence the selection or any other employment decision involving any relative or spouse.

**Relatives Other Than Employee's Spouse**

Relatives include parent, step parent, child, step child, grandparent, brother, step brother, sister, step sister, aunt, uncle, niece, nephew, or cousin of the employee or the employee's spouse, or the equivalent thereof.

Relatives of currently employed District employees may be hired by the District as employees, promoted or transferred only if: (1) the individuals concerned will not work in a direct, supervisory relationship with each other, or be in the same line of authority or supervision; (2) the employment, promotion or transfer will not cause any potential conflicts or disruption to District operations; and (3) the employment, promotion or transfer will not pose any potential problems or conflicts involving supervision, security, safety, confidentiality, performance, or morale.

**Employee Spouse**

No employment decision, including but not limited to transfers or promotions, shall be based on whether an individual has a spouse presently employed by the District except in accordance with the following criteria:

For business reasons of supervision, safety, security or morale, the District may refuse to place one spouse under the direct supervision of the other spouse.

For business reasons of supervision, security or morale, the District may refuse to place both spouses in the same department, division or facility if the work involves potential conflicts of interest or other hazards greater for married couples than for other persons.

For co-employees who marry or become domestic partners, the District shall make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security, or morale.

Present employees of the District who marry or who become related by marriage must immediately notify their supervisors.

Any decision not to employ, promote or transfer the spouse of an employee shall be made on a case-by-case basis by the Superintendent taking into account all of the facts and circumstances regarding the particular position and the duties and the relationship of the position and duties performed by the employed spouse. If a potential conflict or hazard is determined to exist, the District will regulate the employment of spouses to avoid the conflict or other hazard by reasonably matching the severity of its actions toward one or the other spouse to the degree of risk and significance of the potential harm involved.

Legal Reference:

Education Code section 35161, 44830, 45103

Government Code section 12940

Date Policy Adopted By The Board: July 23, 2001

Date Policy Revised By The Board: January 10, 2012, June 10, 2014