

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 1

**Date:** 12/12/94

**Page:** 1 of 1

**Reference:**

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.1 GENERAL PERSONNEL PRACTICES**

**4.125 EMPLOYMENT AND ASSIGNMENT  
OF RELATIVES OF DISTRICT  
EMPLOYEES**

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**SECTION 4.125.1 Employment and Assignment of Relatives of District Employees**

These procedures shall govern employment and assignment of persons who are related by birth or by marriage to District employees. This applies to all assignments (monthly, temporary, and hourly) including substitute assignments.

**Definition**

**Relatives:** Includes the following relatives of employee or employee's spouse: mother, father, grandmother, grandfather, grandchild, spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, or any relative living in the immediate household of the employee. (Mother and father are defined to include stepmother and stepfather, and court-appointed legal guardians.)

**Regulations**

1. No applicant or District employee may be employed, assigned, or reassigned to any position in which he/she would be directly supervised/evaluated by a relative by blood or marriage.
2. Members of the same family may be employed at the same department or work location when approved in writing by the associate superintendent of Personnel Support Services.
3. Should a marriage occur between employees whereby one of the employees would be in a direct supervisory and/or evaluative position over the other employee, the District will take steps to implement a transfer of one of the affected employees as soon as possible to a position of equal level and compensation.

**Implementation**

The Associate Superintendent, Personnel Support Services, shall:

1. Review existing conflicting relationships and confer with the appropriate principal or director to determine action to be taken.
2. Determine if conflicting family relationship exists on new hires and transfers and withhold final appointment, if appropriate.
3. Inform all applicants and candidates for employment, transfer, or promotion of these regulations at the earliest practicable time whenever conflicting family relationships are known to exist.