



Administrative Regulation 4111.1

Regulation of Nepotism

Responsible Office: Office of Human Resources

REGULATION

1. Except as hereinafter provided, no individual may be employed as an employee when the performance of such individual would be directly and immediately supervised and evaluated by any relative of such individual within the third degree of consanguinity or affinity; nor shall such related employees be assigned to positions which have a fiduciary responsibility to one another which could be compromised by such familial relationship.
 - a. A person so related, as specified in the above paragraph, may be hired or assigned when authorized by vote of the Board of Trustees upon the written request of the supervisor seeking to hire or assign such individual where some special, substantial and convincing reason or such peculiar circumstances make such hiring or assignment reasonable and not otherwise detrimental to the Washoe County School District.
 - b. Should a relationship change occur which would result in a violation of this regulation, it is both employees' responsibility to report this change to the Office of Human Resources within thirty (30) calendar days. The school district then reserves the right to transfer one of the employees to another department or assignment.
2. Selection Committees
 - a. Employees who feel they would have a conflict of interest by serving as a member of a selection committee, should not serve.
 - i. A conflict of interest is any circumstance which would improperly influence a person to depart from the objective and impartial discharge of his/her responsibilities as a member of a selection committee.
 - ii. A conflict of interest may arise from any number of situations, such as a committee member being a relative of a candidate, close personal friend, former business associate, etc.
 - iii. If an individual is unsure if a conflict of interest might exist by serving as a member of a committee, s/he should consult with an administrator in the Office of Human Resources.

- b. If another member of the selection committee or any other person who has knowledge of the composition of the committee believes there may exist a conflict of interest, that person should notify the chairperson of the committee or the Office of Human Resources as soon as possible.
3. Nothing herein shall be construed to authorize employment of any individual in violation of NRS 281.210.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future
 - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This Administrative Regulation complies with Board Policy 4110, Recruitment and Selection of Personnel.
3. This Administrative Regulation complies with Nevada Revised Statutes (NRS) Chapter 281, General Provisions (Public Officers and Employees), and specifically:
 - a. NRS 281.020, Officers of State, political subdivision and Nevada System of Higher Education prohibited from employing relatives; exceptions; penalties.

REVISION HISTORY

Date	Revision	Modification
8/18/1970	1.0	Adopted
10/27/1992 7/14/1998	2.0	Revisions