

General Personnel

Supervisory Conflict of Interest

In order to avoid any actual or potential conflict of interest or the appearance thereof in the supervision and evaluation of employees, it shall be the policy of SASED not to assign an employee to a position when such an assignment will result in a supervisor/subordinate relationship between employees who are close relatives or have a close personal relationship.

A person currently serving in a supervisory position within SASED may not participate in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, tenure, monetary awards, or other personal interest for employees who are close relatives or have a close personal relationship, even when the supervisor is not in the direct line of authority.

For the purpose of this policy, “close relative” shall be defined as father, mother, step-parent, brother, sister, step-sibling, spouse, son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, grandparent, aunt, uncle, or cousin.

For purposes of this policy, “close personal relationship” includes persons living in the same household or such other circumstances, as determined at the discretion of the Executive Director or the Board, where the supervisor’s evaluative judgement may be compromised due to the nature of the supervisor/subordinate relationship.

In the event current employees whose assignment in SASED places them in a supervisor/subordinate relationship become close relatives or involved in a close personal relationship the supervisor shall notify the Director for Human Resources within ten (10) working days after the change in the relationship. When a supervisor/subordinate become close relatives or involved in a close personal relationship every effort shall be made to change the job assignment of one or more of the employees so that they are no longer in a supervisor/subordinate relationship. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternate supervision/reporting mechanisms shall be investigated and implemented when practical.

ADOPTED: June 22, 2011

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