



ADMINISTRATION BUILDING
835 OLD CLAIRTON ROAD
JEFFERSON HILLS, PA 15025
PHONE: 412-655-8450
FAX: 412-655-9544
www.wjhsd.net

WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

CANDIDATE: _____

I have reviewed the Hiring Practices/Nepotism Policy for the West Jefferson Hills School District on the reverse side of this note and declare that I am **NOT** closely related (parent, grandparent, child, grandchild, spouse, brother or sister) to a member of the School Board, Commissioned Officer or other management-level employee of the District.

In addition to the definition of relatives found in the Nepotism Policy, please also list any other relationships including, but not limited to, step-relatives, in-laws, cousins, aunts, uncles, nieces, nephews, current employees of the District, or those of which you make your home:

<u>NAME</u>	<u>RELATIONSHIP</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please check here if none. _____

Print/Type Name

Signature

Date

It is the policy of the West Jefferson Hills School District to not discriminate on the basis of sex, handicap, age, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 5094 and Title VI. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons or about your rights or grievance procedures, contact the Superintendent at 412-655-8450 x2225.

WEST JEFFERSON HILLS SCHOOL DISTRICT HIRING PRACTICES/NEPOTISM POLICY

1. Purpose

The object of this policy is to promote good practices and prevent nepotism in the hiring of school employees. The hiring of a school employee closely related to a member of the School Board, Commissioned Officer or other management-level employee may arouse public suspicion that the employee was hired on the basis of relationship rather than merit.

It is also the purpose of this policy to:

1. Discourage favoritism;
2. Prevent disciplinary problems.
3. Inhibit personal cliques.

2. Definition

“Commissioned Officer” means any District Superintendent, District Assistant Superintendent or other commissioned officer of the School District.

“Management-Level Employee” means any management or supervisor-level employee not included within the definitions of Commissioned Officer or professional employee.

“School Director” will mean any person who is elected or appointed as a Director of the School District.

“Relative” will mean parent, grandparent, child, grandchild, spouse, brother or sister.

3. Guidelines

- A. No applicant for full-time, regular, continuous employment who is a relative of any School Director, Commissioned Officer or management-level employee will be employed by the School District. This policy established by this provision will be effective for all hiring decisions made on or after October 1, 2013.
- B. This policy will be communicated to all School District personnel and applicants both for full-time and substitute positions.
- C. Any District employee who is responsible for evaluating, promoting, disciplining or terminating other District employees should not be placed in a position of having to make such personnel decisions affecting a member of his/her family. Recognizing that personnel decisions are crucial to an effective and efficient operation, it is in the best interests of the District to ensure proper accountability and perception thereof by avoiding family relationships in supervisor/supervisee roles. This paragraph is in no way intended to supersede or contradict Paragraph 1.
- D. Subject to the provisions of any Collective Bargaining Agreement, no employee will be assigned or reassigned to a position which requires that employee to supervise or evaluate, or be supervised or evaluated by, any other employee related to him/her as defined.
- E. Subject to the provisions of any Collective Bargaining Agreement, employees related to each other as defined will not be assigned to the same building or administrative unit or evaluated by the same supervisor.
- F. Nothing in this policy will affect the employment status of any person presently employed by the Board of School Directors.
- G. Further, the employment status of any person who marries while in the service of the School District will not be affected by this policy.