

LOS ANGELES UNIFIED SCHOOL DISTRICT

Human Resources Division Certificated Administrative Assignments

Date

NEPOTISM CERTIFICATION FORM

District employees and applicants must disclose any relationship, which is covered by Board Rule 1911 prior to appointment to a position. Specifically, Board Rule 1911 precludes the assignment of close relatives or cohabitants to the same organizational unit. For the definition of a close relative and cohabitant refer to Human Resources Division Bulletin 141508, Section A.

The administrator at a location must certify that anyone being hired for a position is not a close relative or cohabitant to work in the first or second level of supervision between two employees or situations where conflicts of interest could arise. If the person being hired is related to anyone in the organizational unit, it is necessary for the Superintendent of Schools to approve the certification form. For assistance or further information, please Human Resources Division at (213) 241-6131.

CERTII	FICATED ASSIGNMENTS	ADMINISTRATI	VE ASSIGNMENTS
Via email to the Personn	el Specialist assigned to your school/location	Maria Voigt, Administrat	or, at maria.voigt@lausd.net
Attention:		Date:	/ /
f the selected candidate is no t wish to select	related to or a cohabitant of someone working at	this site, principal/site administrate	or completes this section only
Jame of candidate		Person ID/Employee #	
For job title		In place of	
School/Office		Budgeted Position #	
I	certify that the candidate is not related to or a co	habitant of someone working at this	ocation
			1 1
Signature of Supervisor			
the selected candidate <u>is</u> relate	ed to or <u>is</u> a cohabitant of someone working at this <u>Superintendent of Schools</u> . Please note: if the		
the selected candidate <u>is</u> relate	ed to or is a cohabitant of someone working at this		level supervisor relationship, t
the selected candidate is relate ction is to be completed by the ecify the Staff Member	ed to or is a cohabitant of someone working at this Superintendent of Schools . Please note: if the	Relationship nt of someone working at this location second level supervisor relationship.	level supervisor relationship, te staff member, attach a form form Person ID/Employee #
the selected candidate is related tion is to be completed by the ecify the Staff Member Name of Staff Member	cd to or is a cohabitant of someone working at this superintendent of Schools. Please note: if the Class Title The candidate is related to or is a cohabitan However, I certify that there is no first or Approved N	Relationship nt of someone working at this location second level supervisor relationship.	level supervisor relationship, te staff member, attach a form form Person ID/Employee #
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Signature of the Superintendent of Schools

RULES OF THE BOARD OF EDUCATION

BOARD RULE 1911

1911. NEPOTISM All administrators responsible for assignment of employees shall endeavor to avoid the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise. No assignment will be allowed that will establish a supervisor or subordinate relationship at the first or second level of supervision between two employees who are close relatives or cohabitants. For purposes of this Rule, close relatives shall be defined as including spouse, sibling, parent, child, or grandchild; cohabitants shall be defined as persons living together. Exceptions to this Rule can only be made by the Superintendent of Schools for the good of the Los Angeles Unified School District.

(Amended 5-25-99)