



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.

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.

PLEASE PROVIDE ALL INFORMATION, CHECK APPROPRIATE BOXES, OBTAIN APPROPRIATE SIGNATURES, AND MAIL OR FAX TO:
CERTIFICATED ASSIGNMENTS
ADMINISTRATIVE ASSIGNMENTS

Attention: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If the selected candidate is not related to or a cohabitant of someone working at this site, principal/site administrator completes this section only

I wish to select
Name 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 cohabitant of someone working at this location
Signature of Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If the selected candidate is related to or is a cohabitant of someone working at this site and there is no first or second level supervisor relationship, this section is to be completed by the Superintendent of Schools. Please note: if the individual is related to more than one staff member, attach a form for each.

Specify the Staff Member
Name of Staff Member \_\_\_\_\_ Class Title \_\_\_\_\_ Relationship \_\_\_\_\_ Person ID/Employee # \_\_\_\_\_
The candidate is related to or is a cohabitant of someone working at this location.
However, I certify that there is no first or second level supervisor relationship.
Approved [ ] Not Approved [ ]
Signature of Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_
Approved [ ] Not Approved [ ]
Signature of the Superintendent of Schools \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## 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)