



Georgia Department of Education

Policies and Procedures

Policy Title:	<i>Employment of Relatives</i>		
Policy Number:	<i>HR-1104</i>		
Release Date:	<i>March 2, 2001</i>	Last Revised:	<i>January 18, 2002</i>

Purpose

To describe the Georgia Department of Education's policy on the employment of relatives

Applicability

This policy applies to all employees, consultants, and contractors of the Georgia Department of Education.

Definitions

Relatives: Persons related to Georgia Department of Education employees. For purposes of this policy, relatives include:

- Spouse;
- Child/Grandchild (includes biological, adopted or foster child, stepchild, legal ward, or child for whom the employee stands *in loco parentis*);
- Sister/Brother (includes step/half relationships);
- Parent/Grandparent (includes step relationships);
- Immediate in-law, i.e., mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, or son-in-law (includes step relationships);
- Guardian (as defined by law);
- Aunt/Uncle;
- Niece/Nephew; or
- Cousin.

Organizational Unit: Individuals assigned to a common work/functional area, office, or division within the Department of Education. Examples: Curriculum, Facilities, Federal Programs, Legal Services, Technology Services, Human Resources, Exceptional Students, Superintendent's Help Desk, Accounting Services, the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, the Georgia School for the Deaf, etc.

Policy

The Department of Education (DOE) prohibits or limits the employment or change in the employment status of relatives when necessary and appropriate. The following prohibitions and limitations apply to all DOE personnel.

- Relatives shall not be employed or placed in positions or situations in which a superior-subordinate relationship will exist.
- Any change in the employment status of relatives must carefully be evaluated by senior management to ensure that the proposed work arrangement is in the DOE's best interest.
- Relatives shall not be employed or placed in circumstances in which fiscal checks or balances are a part of the assigned duties and responsibilities of the positions involved.
- Relatives shall not be employed or placed in circumstances in which the nature of the responsibilities may contribute to financial gain, fraud, collusion, other abuses of position, or conflict of interest.
- Relatives shall not be placed in a direct co-worker relationship within the same organizational unit. Furthermore, for the state schools, direct co-worker relationship will exist between all individuals comprising the workforce within the campus/facility.
- Relatives shall not be hired for summer, hourly, or other temporary employment under any circumstances.

General Provisions

Responsibilities

Department of Education managers are responsible for ensuring that violations of this policy do not occur.

Appropriate action including, but not limited to, transfer, reassignment, or separation of current employees should be taken *immediately* to resolve any violation(s) of this policy.

Department of Education managers must sufficiently document actions involving the movement or separation of current employees based on this policy.

The Human Resources office, in consultation with DOE senior management, is responsible for making appropriate decisions regarding the employment of relatives.

Applicants/employees shall not be considered for positions if selection would result in the employment of relatives in violation of this policy.

Department of Education managers must sufficiently document any actions involving the non-selection of applicants/employees based on this policy.

Employees must immediately report relationships involving relatives that are in violation of this policy to the Human Resources office. Failure to do so may result in disciplinary action. Attempts by employees or managers to conceal working relationships involving relatives or mislead DOE officials in any way will result in disciplinary action, including, but not limited to, termination of employment.

If two individuals become subject to any of the restrictions in this policy *after* they are hired, one or both must seek a transfer that eliminates policy violation. The decision as to which of the employees will remain in the DOE (if no transfer possibilities exist) must be made by the two employees within 30 calendar days from the day of the event that subjects the employees to the restriction(s). If no decision is reached within 30 calendar days, the Human Resources office and senior management will decide which employee will be transferred and/or dismissed.

Unique circumstances will be reviewed on a case by case basis. A determination of the appropriate action will be made by the Director of Human Resource and the Chief of Staff.

**Authority and/or
Cross-Reference**

- DOE *Performance Management* Policy (PM-1401)
- DOE *Employee Selection* Policy (R-1502)
- DOE *Temporary Employment* Policy (R-1503)