

### **Staff Ethics Procedures**

If an administrator/director wants to hire a family member, as defined in Board policy GBC - Staff Ethics, the administrator/director will request this exception through the director of human resources.

Exception requests will be evaluated using the following criteria:

1. The administrator/director will post the position and offer opportunities for interested applicants to apply for the position.
2. The administrator/director will interview all qualified applicants, with the director of human resources as a participant in the interviews.
3. The hiring of a family member will be recommended only if he/she is the most qualified applicant for the position.
4. The administrator/director will give the director of human resources a plan for joint supervision of the family member during the period of employment.
5. This document will include plans for joint oversight of the family member's work schedule, leave requests, approval of payroll documents, and the evaluation process.
6. The administrator/director will contact the director of human resources immediately if there are concerns about the performance of the family member.