

**NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT  
ADMINISTRATIVE PROCEDURE**

**5100-P2**

**ASSIGNMENT OF RELATIVES AND OTHER RELATIONSHIPS**

Close relatives, partners, those in a dating relationship or members of the same household will not be permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: spouse/domestic partner, children/step children, parent, sibling, mother/father-in-law, grandparent, grandchildren, daughter/son-in-law, uncle, aunt, nephew, niece, sister/brother-in-law, step relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform the Executive Director Human Resources or designee of the relationship within 30 workdays. The employees will have 60 workdays to resolve the situation on their own. After 60 workdays, if the employees have not yet resolved the situation on their own by means acceptable to NCESD, such as a transfer or employment outside the company, the employees' administrators will work with human resources to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

If there is a situation where an action of NCESD such as reduction in force, results in an involuntary circumstance in which two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 workdays. During those 60 workdays, the supervisory employee will not be involved or have direct input in the employment decisions of the other employee.

The NCESD Superintendent also has the authority to apply this procedure to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, one of the employees will be reassigned within 60 workdays where possible, or if necessary, one of the employees will be terminated from employment.

Any exceptions to this procedure must be pre-approved by the Superintendent.

Adopted: 4/25/18