

**LOS ANGELES UNIFIED SCHOOL DISTRICT - PERSONNEL COMMISSION
WORKFORCE MANAGEMENT, CLASSIFIED EMPLOYMENT SERVICES BRANCH**

NEPOTISM CERTIFICATION FORM

DISTRICT EMPLOYEES AND APPLICANTS MUST DISCLOSE TO THE WORKFORCE MANAGEMENT, CLASSIFIED EMPLOYMENT SERVICES BRANCH ANY RELATIONSHIP, WHICH IS COVERED BY PERSONNEL COMMISSION RULE 720 PRIOR TO APPOINTMENT TO A POSITION. SPECIFICALLY, PC RULE 720 PRECLUDES THE ASSIGNMENT OF CLOSE RELATIVES AND COHABITANTS TO THE SAME ORGANIZATIONAL UNIT. CLOSE RELATIVE IS DEFINED AS SPOUSE, BROTHER, SISTER, PARENT, CHILD, OR GRANDCHILD. COHABITANT IS DEFINED AS PERSONS LIVING TOGETHER.

THE ADMINISTRATOR AT A LOCATION MUST CERTIFY THAT ANYONE BEING HIRED FOR A REGULAR OR SUBSTITUTE POSITION IS NOT RELATED TO OR A COHABITANT OF ANYONE CURRENTLY WORKING AT THE LOCATION. IF THE PERSON BEING HIRED IS RELATED TO ANYONE, IT IS NECESSARY FOR THE DIVISION, ADMINISTRATOR OR LOCAL DISTRICT SUPERINTENDENT TO APPROVE THE CERTIFICATION FORM. HOWEVER, IN NO CASE WILL AN ASSIGNMENT BE ALLOWED THAT WILL ESTABLISH A SUPERVISOR/SUBORDINATE RELATIONSHIP AT THE FIRST OR SECOND LEVEL OF SUPERVISION BETWEEN TWO EMPLOYEES WHO ARE CLOSE RELATIVES OR COHABITANTS. IF YOU NEED CLARIFICATION OR INFORMATION REGARDING PC RULE 720, PLEASE CALL WORKFORCE MANAGEMENT, CLASSIFIED EMPLOYMENT SERVICES BRANCH AT (213) 241-6300.

**INSTRUCTIONS: PLEASE PROVIDE ALL INFORMATION, CHECK APPROPRIATE BOXES, OBTAIN APPROPRIATE SIGNATURES, AND MAIL OR FAX TO:
WORKFORCE MANAGEMENT, CLASSIFIED EMPLOYMENT SERVICES BRANCH
BEAUDRY BLDG., 12TH FLOOR
FAX: (213) 241-6808**

ATTENTION: _____ DATE: ____ / ____ / ____
Classified Employment Services Branch

I WISH TO SELECT:

NAME OF INDIVIDUAL _____ PERSON ID/
EMPLOYEE # _____

FOR JOB TITLE _____ IN PLACE OF _____

SCHOOL/OFFICE _____ BUDGETED POSITION # _____

- FOR A REGULAR ASSIGNMENT
- FOR A TEMPORARY/SUBSTITUTE ASSIGNMENT. I UNDERSTAND THAT THE TEMPORARY/SUBSTITUTE ASSIGNMENT WILL ONLY LAST UNTIL SUCH TIME AS THERE IS A VIABLE ELIGIBILITY LIST. AT THAT TIME I WILL BE REQUIRED TO INTERVIEW QUALIFIED ELIGIBLES TO FILL THE POSITION.

HE/SHE **IS NOT** RELATED TO OR A COHABITANT OF SOMEONE WORKING AT THIS LOCATION.
(REQUIRES ONLY THE PRINCIPAL'S OR THE LOCATION ADMINISTRATOR'S SIGNATURE.)

HE/SHE **IS** RELATED TO OR IS A COHABITANT OF SOMEONE WORKING AT THIS LOCATION. HOWEVER, THERE IS NO FIRST OR SECOND LEVEL SUPERVISOR RELATIONSHIP. PLEASE NOTE: IF THE INDIVIDUAL IS RELATED TO MORE THAN ONE STAFF MEMBER, PLEASE LIST ALL NAMES. *(REQUIRES THE LOCATION ADMINISTRATOR'S AND THE DIVISION ADMINISTRATOR'S OR LOCAL DISTRICT SUPERINTENDENT'S SIGNATURE.)*

SPECIFY THE STAFF MEMBER(S):

NAME: _____ PERSON ID/
EMPLOYEE # _____

CLASS TITLE: _____ RELATIONSHIP _____

SIGNATURE & TITLE _____ DATE ____ / ____ / ____
PRINCIPAL/LOCATION ADMINISTRATOR

APPROVED NOT APPROVED

SIGNATURE & TITLE _____ DATE ____ / ____ / ____
DIVISION ADMINISTRATOR OR
LOCAL DISTRICT SUPERINTENDENT

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

720
September 27, 2006

LAW AND RULES

720 NEPOTISM

STATEMENT OF INTENT: The purpose of this Rule is, in general, to preclude the assignment of close relatives or cohabitants in the same organizational unit. In order to forestall possible conflicts of interest and ensure the orderly conduct of District business, it is recognized that organizational units with the District may adopt more restrictive regulations as appropriate.

- A. All administrators responsible for the assignment of employees shall endeavor to avoid the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise. In no case will an assignment be allowed that will establish a supervisor/subordinate relationship at the first or second level of supervision between two employees who are close relatives or cohabitants.
- B. If, for the good of the District, an assignment of close relatives or cohabitants within the same organizational unit is to be made, the assignment must first be reviewed and approved by the responsible Local District Superintendent, Division administrator, or equivalent or designee. If a supervisory relationship as described in Paragraph A would be established by the assignment, administrative approval must be withheld.
- C. For the purpose of this Rule, "close relatives" is defined as spouse, brother, sister, parent, child, or grandchild; and "cohabitants" is defined as persons living together.
- D. District employees and applicants must disclose to the Employment Transaction Services Branch any relationship which may be covered by this Rule prior to appointment to a position.

CHANGE:

To reflect editorial changes and update the title of an organizational unit.

Remove: August 28, 2002. Add: September 27, 2006.