



PROCEDURE 3102A TOC WORK TO RELATIVE OF EMPLOYEES

1. BACKGROUND POLICY REFERENCE: [Section 6 of 3102 Hiring & Qualifications Policy](#)

- (a) The purpose of this policy is to state that LCS will avoid any conflict of interest when employees, who are relatives, work for the school.
- (b) Persons/Area Affected: All employees of LCS
- (c) LCS is to ensure that if relatives are hired, there is no nepotism, or potential nepotism, that gives them an unfair advantage over other employees. Employees will not directly supervise a relative.
- (d) Definitions - see policy 3102

Purpose:

The purpose of this procedure is to align with Section 6 of LCS 3102 Hiring & Qualifications Policy. LCS is to ensure there is no favoritism, the appearance of favoritism, or an unfair advantage created in the assignment of TOC work to relatives of employees.

2. PROCEDURE

- (a) Employee Restrictions: The employee is not permitted to assign directly, post a preference for, directly notify, or solicit their job posting to a TOC who is a relative of the employee.
- (b) Prohibition on Supervision: To prevent conflict of interest, an employee may not directly supervise a relative. Therefore, a TOC who is a relative will not be assigned to substitute for or be directly supervised by their related employee.
- (c) Conditions for Assignment: A relative of an employee is only permitted to provide TOC coverage if the following two conditions are met:
 - Contracted campus-specific TOC coverage is not available; AND
 - The relative has preferred experience, training, and qualifications to teach in a given area (Elementary, Middle, High) or a specific subject area.
- (d) Safety Exception: The relative may be considered for assignment if they have experience, qualifications, or existing relationships with students in the class that are required to ensure a safe learning environment for at-risk students.

- (e) Administrator Authorization: The Campus Administrator is permitted to assign the TOC posting to a relative of an employee only after confirming that all applicable conditions above have been met, thereby avoiding any conflict of interest or appearance of nepotism.

RELATED POLICIES:

3102 HIRING & QUALIFICATIONS POLICY

3407 STAFF ABSENCES & TTOC REQUESTS