

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 300-14</b>
<b>Subject:</b> <b>NEPOTISM – FAMILY / PERSONAL RELATIONSHIPS</b>	<b>Issued:</b> <b>8/1/81</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>5/11/22</b>

I. Policy 109

II. Purpose

To establish workplace procedures for all current and prospective Frederick County Public Schools (FCPS) employees that ensure the avoidance of favoritism or a conflict of interest.

III. Definitions

**Conflict of Interest** may be created when an employee receives benefit or opportunity in the workplace due to an immediate family member or personal relationship with a person in a supervisory capacity. This can be real or perceived.

**Nepotism** is favoritism shown to an individual on the basis of a relationship.

**Immediate Family Member** is the spouse, parent, child, sibling, grandparent, grandchild, aunt, uncle, niece or nephew and all corresponding in-law and step relationships. This term also includes any non-relative living in an employee's household.

**Romantic Relationship** is a mutual and ongoing interpersonal or virtual relationship that involves emotional and/or physical closeness.

**Supervisor** is any employee having internal authority to take employment actions impacting other employees or the responsibility to direct or evaluate their performance.

IV. Procedures

Supervisor/Employee Expectations

- A. To avoid nepotism or a situation that could be deemed a conflict of interest in working relationships, employees shall not work in a position or be assigned to a location if it creates a supervisor/employee relationship with an immediate family member, or participate in decisions regarding employment, assignment, promotion, individual compensation, discipline, suspension, or dismissal of an immediate family member.
- B. Supervisor-employee romantic relationships have the potential to disrupt the work environment, subject the school system and its employees to unnecessary legal exposure, or create perceptions of favoritism. Therefore, if a supervisor/employee relationship exists or begins, the individual in the supervisory position is expected to

inform his/her immediate supervisor of the relationship and cooperate with making arrangements to resolve this conflict of interest, which may include transfer to a different position within FCPS.

Any exceptions to this regulation must be approved by the Superintendent or designee.

Approved:

*original signed by*

---

Michael Markoe  
Interim Superintendent