



BOARD POLICY

CONFLICT OF INTEREST - NEPOTISM

5.10.065-P

I. Purpose and Objectives

Portland Public Schools is committed to the highest standards of ethical conduct and professionalism. This policy sets forth guidelines for PPS employees to avoid conflicts of interest caused by real or perceived favoritism based on family or personal relationships.

This policy is intended to promote public confidence in the impartiality and independent judgment of PPS employees by setting clear expectations about reporting and mitigating any impacts of actual or perceived nepotism.

II. Definitions

- a. *Line of Authority* means employees for whom one directly or indirectly, through a chain of direct reporting relationships, has responsibility for directing or overseeing the activities of and/or for evaluating their performance or conducting observations supporting evaluations or approving salary or employment changes.
- b. *Related* means belonging to the same family by blood, adoption, or marriage; in a domestic partnership or cohabitation arrangement; or in a romantic, sexual, or other consensual relationship that may give the appearance of favoritism. The nature of relationships varies widely, so it is not possible to define precisely and exhaustively all situations in which a potential conflict of interest may arise. Any close personal relationship that may create real or perceived favoritism should be considered under the definition of *related* in all circumstances covered by this policy.

III. Nepotism in Employment

- a. PPS permits the employment of qualified individuals who are *related* to employees as long as the relationships are disclosed and either the conflict can be mitigated or such employment does not create a real or potential conflict of interest.
- b. Employees shall recuse themselves from participating in any employment process or decision regarding *related* individuals, working in the same or different areas, with whom the employee would have direct or *line of authority* reporting relationship. Employment processes or decisions that the employee should recuse themselves from include, but are not limited to, any activity that has the ability to impact a decision to:
 - i. hire, retain, or terminate employment
 - ii. transfer, promote, or otherwise change status
 - iii. identify or assign duties or responsibilities
 - iv. evaluate and document performance, or
 - v. determine or influence compensation or any other terms, conditions, or benefits of employment



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IV. Nepotism in Contracting and Procurement

- a. PPS permits the contracting with qualified vendors who are *related* to employees as long as the relationships are disclosed and either the conflict can be mitigated or it does not create a real or potential conflict of interest.
- b. Employees shall recuse themselves from participating in any procurement process or decision or contract management activity regarding independent contracts to any *related* individual or a business entity in which a *related* individual has direct or indirect ownership or decision-making authority or influence over the area responsible for providing or evaluating the contracted goods or services to Portland Public Schools.

V. Application to School Board Members

- a. School Board Members shall not recommend, advance, or advocate for employment or employment decisions regarding specific *related* individuals, although this policy does not prevent School Board Members from recommending, advancing, or advocating for employment.
- b. School Board Members shall not recommend, advance, or advocate for independent contracts to any *related* individual or a business entity in which a *related* individual has direct or indirect ownership or decision-making authority or influence over the area responsible for providing or evaluating the contracted goods or services to Portland Public Schools.
- c. If a School Board Member is in a position where they may vote on an agenda item where there is a real or perceived conflict of interest related to nepotism, Board Members are required to report real or perceived conflicts as required by law.

VI. Reporting

- a. The District shall create an Administrative Directive to outline a process for reporting and tracking any real or perceived conflicts of interest related to nepotism, as well as the agreed-upon mitigation strategies for managing such conflicts.
- b. Employees shall report any potential employment or contracting of a *related* individual to their immediate supervisor and via the process identified in the Administrative Directive, prior to proceeding with any employment or contracting of a *related* individual. The supervisor shall determine whether a conflict exists, and if so, provide a recommendation to mitigate the conflict to Human Resources.
- c. The Chief of Human Resources, or their designee, will review the report and supervisor's mitigation recommendation.
- d. The Chief of Human Resources shall report any potential employment or contracting of an individual *related* to the Chief of Human Resources to the Superintendent.



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- e. The Superintendent shall report any potential employment or contracting of an individual *related* to the Superintendent to Board leadership.
- f. The record of the report, including the date of the report and the mitigation of any conflict, will be maintained by the HR department. Records will be reviewed annually by the Chief of Human Resources and the Superintendent.

VII. Addressing existing or developing conflicts

- a. Employees who become *related* during the course of their employment will be treated in accordance with this policy. Employees are obligated to report this relationship as soon as possible but no later than 30 days from the date they become *related*.
- b. Employees already employed by PPS and who are *related* will be treated in accordance with the policy requirements for disclosure and mitigation of any conflict. Employees are obligated to report this relationship as soon as possible but no later than 30 days from the date this policy is adopted.

Adopted: 5/22/18