

## DEFINITIONS

**Relative** - A person related by blood, marriage, domestic or civil union partnership, legal adoption, or parenting relationship, e.g. a child, step-child, parent, step-parent, sibling, half-sibling, in-law, aunt/uncle, great aunt/uncle, niece/nephew, first cousin, grandchild, grandparent, etc.

Please refer to the Code of Ethics for a complete definition of “relative”.

**Supervisor** - Any official or employee with authority to hire, discharge, transfer, promote, direct, reward, or discipline other employees.

**Supervisory Relationship** - Any relationship where one employee functions as a supervisor over another.

Please note: principals and assistant principals have supervisory relationships with all school staff.

**Contract Management Authority** - Management authority over formulation or execution of a contract, e.g. preparation of specifications, bid evaluation, negotiation of terms, or supervision of performance.

## GENERAL RESTRICTIONS

A CPS official or employee **may not**:

- Directly hire or indirectly influence the hiring of a relative
- Supervise or evaluate a relative
- Serve on a Local School Council where a relative is principal
- Assist a relative in securing employment or a contract with an entity while having contract management authority over that entity
- Promote, hire, or transfer a person into a position where that person will supervise or be supervised by a relative.

## LOCAL SCHOOL COUNCIL (LSC) MEMBERS

An LSC member **may not**:

- Recommend a relative or advocate for a relative for any position or contract
- Vote on a budget, School Improvement Plan, or transfer of funds that might affect a relative employed at the school.

## QUESTIONS AND ANSWERS

**Q:** I am a principal. May I promote a social studies teacher to an assistant principal position if the teacher's sister also works at the school?

**A:** No, this promotion would violate the Code because an assistant principal is in a supervisory relationship with all other employees at the school.

**Q:** I am a principal and my daughter is getting married to one of the teachers at the school. May we remain in our current positions as a principal and teacher following the marriage?

**A:** No, you must end the supervisory relationship with your son-in-law. However, employees who **become** relatives are given a grace period to end a supervisory relationship. This grace period is 90 calendar days for Central Office/Network employees, or by the end of the school year for school-based employees.

**Q:** Is it permissible for a lunchroom attendant to work at a school where her aunt is the dining manager?

**A:** No. A person may not hold a supervisory position over a relative. In any school dining facility, the dining manger is considered a supervisor of all lunchroom attendants, cooks, and porters.

**Q:** I am an employee in Central Office and I manage a contract with a not-for-profit organization. May I help my nephew get a position there?

**A:** No, any attempt to assist your nephew violates the Code of Ethics and might be viewed by the not-for-profit as pressure to favor him over other candidates.

**Q:** I am a teacher at an elementary school and my spouse is applying for a position to teach at the same school. Is this permissible?

**A:** If neither employee has advocated for the other to be hired, and neither will be in a supervisory role over the other, it is permissible.

### ADDITIONAL INFORMATION

Violations of our Code of Ethics may result in disciplinary action up through discharge for employees, removal from office for officials, and debarment for vendors or contractors.

The above Guidelines are meant to explain and supplement, but not replace, the Code provisions regarding nepotism.

To view the complete CPS Code of Ethics, please visit  
[http://cps.edu/About\\_CPS/Policies\\_and\\_guidelines/documents/CPSCodeofEthics.pdf](http://cps.edu/About_CPS/Policies_and_guidelines/documents/CPSCodeofEthics.pdf).

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