



DeKalb County Schools Board Policy

GAGD Exhibit I-Nepotism

All District employees are required to disclose, on an annual basis, whether they are a relative of any other current District employee, including the Superintendent or current member of the Board of Education. Additionally, employees are required to disclose, in writing, to the District if they are employed by a vendor approved to do business with the District. Failure to disclose this information may result in disciplinary action, up to and including, termination.

RELATIVE DISCLOSURE INFORMATION FORM

I, _____ hereby certify that I am a current employee of the DeKalb County School District, currently assigned to work at _____, in the position of _____ under the supervision of _____.

Please select one:

☐

I further verify that I am a relative, as defined in Board Policy GAGD, with the following individuals also employed by the school District.

Name	Relationship	School/Department

******Please complete an additional form if necessary******

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I verify that I am not a relative, as defined in Board Policy GAGD, with any individual(s) also employed by the school District.

Employee Signature

Date

Employee Identification Number _____

**Forward this form to the Division of Human Resources, Employee Records Department.
Please keep a copy for yourself.**



DeKalb County Schools Board Policy
GAGD Exhibit II: - Nepotism

It is the goal of the DeKalb County School District to make all employment decisions based solely on individual qualifications and merit. Individuals should not be employed, promoted or appointed based on consideration of, or influence by family or personal relationships of DCSD employees, administrators, Board of Education Members, or the Superintendent. Nor should qualified individuals be denied employment, promotions, or appointments based on consideration of, or influence by family, personal or business relationships of DCSD employees, administrators, Board of Education Members, or the Superintendent.

Hiring Authority Administrator Attestation Form

Under penalty of perjury, I, _____ hereby certify that I am an administrator of the DeKalb County School District, currently assigned to work at (location)- _____, in the position of _____, under the supervision of _____.

I further verify that have read, in its entirety, Board of Education **GAGD-Nepotism** policy. I understand that as an Administrator that I am prohibited from making any employment, promotion, appointment, or vendor approval recommendations with the consideration of, or influence by any family, personal or business relationship of any DCSD employee, administrator, including myself, Board of Education Member, or the Superintendent.

I understand that any violation of this policy in making employment, promotion, appointment, or vendor approval recommendations with the consideration of, or influence by any family, personal or business relationship of any DCSD employee, administrator, including myself, Board of Education Member, or the Superintendent will result in disciplinary action up to and including termination.

Administrator Signature

Employee Identification Number

School/Department

Date

Forward this form to the Division of Human Resources, Employee Records Department.
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