

**SCHOOL COMMITTEE MEMBER, SUPERINTENDENT AND CENTRAL OFFICE
ADMINISTRATOR CONFLICT OF INTEREST POLICY**

1. To avoid any conflict of interest or the appearance of a conflict of interest in the hiring process, the Arlington Public Schools shall neither (i) employ a member of the immediate family of a Superintendent, central office administrator, or School Committee member, nor (ii) assign a member of the immediate family of the principal as an employee at the principal's school, unless written notice is given to the School Committee of the proposal to employ or assign such person at least two weeks in advance of such person's employment or assignment MGL Chapter 71, section 67.
2. Immediate family is defined as the potential employee and spouse, and their parents, children, brothers and sisters. MGL Chapter 268A-1 (e)
3. It is the responsibility of the Human Resource Officer to notify all applicants and potential employees of the Arlington Public Schools of this policy, so that they are then responsible for disclosing to the Human Resource Officer their familial relationship.
4. The Superintendent must provide to the School Committee, in writing with two weeks advance notice, when he plans to employ an immediate family member (as defined in (2) above) of the Superintendent, central office administrator or a School Committee member.
5. It would also be a conflict within the meaning of this policy for immediate family members to directly hire another family member. If such occurrence presents itself, the central administrator, principal or School Committee member must excuse them self from the hiring process and have another administrator do the hiring in that particular instance.
6. This school system recognizes the fact that the Arlington Public Schools may employ immediate family members, but the system should discourage immediate family members from directly reporting to one another.
7. No member of the School Committee shall be eligible for any paid position in the Arlington Public Schools, either on a salary or consulting basis, including all permanent, temporary, full-time or part-time positions, for a period of at least six months from the date a member vacates his or her elected position on the School Committee.
8. All immediate family members who are currently employed by the Arlington Public Schools, and have been employed by the Arlington Public Schools prior to the adoption of the policy will not be affected, except the provisions of number (6) listed above shall apply.

LEGAL REF.: MGL 268A