

America's Finest Charter School

DRAFT Nepotism Policy

Board of Directors

October 10, 2022

Objective

America's Finest Charter School is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Scope

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, America's Finest Charter School will hire relatives of persons currently employed only if:

a) candidates for employment will not be working directly for or supervising a relative;
and

b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and candidates for employment.

Definitions

"Family member" is defined as one of the following: spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son daughter).

Procedure

Prior to employment offer or as soon thereafter as possible, the immediate supervisor must complete a signed statement certifying that the candidate for employment or other employment action is not a relative as defined above.

The supervisor making a hire is responsible for ensuring policy compliance. Supervisors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor.

If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. If a decision cannot be made by the affected employees within 14 days of reporting, reassignment will be made on direction of the Board of Directors or its designee.

No exception to this policy will be made without the written consent of the Board of Directors.