

Adopted: June 24, 2014

425 NEPOTISM/ANTI-NEPOTISM POLICY

I. PURPOSE

To avoid a variety of personnel problems (the perception of favoritism, awkward workplace situations, difficult work environments, employee morale and job satisfaction, and poorer job performance by other employees) charter schools are required to have a nepotism policy regarding employment and employment benefits.

II. DEFINITIONS

- A. “Immediate Family” means the employee’s spouse, registered domestic partner, child, parent, brother and sister, brother-in-law, sister-in-law, mother and father-in-law, son and daughter-in-law, grandparent, grandchild, or step-relatives or domestic partner-relatives in one of these relationships.
- B. “Relatives beyond ‘immediate family’” A relative may include: aunt, uncle, niece, nephew, first or second cousins.
- C. “Nepotism” means favoritism shown to relatives by those with power or influence, especially in hiring, or favoring the relative in scheduling, promotions, salary or compensation, disciplinary issues, etc.

III. POLICY STATEMENT

- A. The immediate family members and those living together as domestic partners of current employees will not be employed by the school under any of the following circumstances
 - i. Where one of the parties would have authority, or practical power, to supervise, appoint, remove, or discipline the other;
 - ii. Where one party would be responsible for auditing the work of the other; or
 - iii. Where other circumstances exist which would place the parties in a situation of actual or reasonable foreseeable conflict between the interest of one or both parties and the best interests of the school.
- B. If two employees marry, or begin living together as domestic partners, and as a result, the circumstances prohibited exist; there is possibility of reassignment of duties to avoid prohibited situations prior to resorting to termination of an otherwise qualified employee. If reassignment is not possible, only one of the

employees will be permitted to stay employed with the school. The decision as to which employee will remain with the school must be made by the two employees within (30) calendar days of the date they marry, or begin living together as domestic partners. If no decision has been made during this time, the most recently hired employee will be terminated.

- C. In considering the employment of an employee's "immediate family" or a relative beyond "immediate family" members the school must ensure that the relative has:
 - i. The appropriate education and or credential for the job
 - ii. Outside work experience related to the position, and that,
 - iii. The position is an existing and vital position with a published job description, determined pay and performance expectations.
- D. The position opening must be posted and the potential candidates vetted in accordance with the human resource policies and procedures of Woodbury Leadership Academy
- E. A potential employee has the responsibility to notify the hiring agent of any relationship to current employees.
- F. All incoming employees shall be required to read and sign Woodbury Leadership Academy's nepotism policy upon employment.

Note: The applicability and enforceability of this Nepotism/ Anti Nepotism policy is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.