

## REASON FOR A NEPOTISM POLICY

Members of the New City Charter School community (staff and board members) must take care to ensure that personal relationships within the community do not result in conflicts of interest and situations that might impair objective judgment or create a hostile work environment.

## NEPOTISM POLICY STATEMENT

Members of New City Charter School community (staff and board members) are prohibited from directly influencing the employment of a staff member with whom he or she has a personal relationship. No staff or board member may influence, directly or indirectly, salary, promotion, performance appraisals, work assignments or other working conditions for an employee with whom he or she has a personal relationship. In addition, the policy may be invoked where there is no direct influence on employment, but where the relationship has a negative impact on the educational or work environment. The following restrictions, designed to avoid the possibility of favoritism based on personal relationship, shall be observed with respect to personnel:

1. Related persons currently employed by the School shall immediately disclose all family and personal relationships with other School employees.
2. All persons wishing to be considered for employment with the School shall disclose family and personal relationships with then-current School employees or students.
3. With respect to proposed employment decisions, a person related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.
4. A related staff member shall not be permitted, either individually or as a member of a committee, to participate in the evaluation or advancement or salary decision of another related staff member.
5. No NCS board or staff member shall engage in recommendations, discussions, or otherwise participate in any final decision or recommendation relating to the appointment, promotion, retention, tenure, or other condition of employment of a related person.
6. In the event of a lack of candidates, a need for specialized skills, or other unique circumstances as determined on a case-by-case basis, the restriction against hiring related persons may be waived in the best interest of NCS upon recommendation of a review committee comprised of the Director, Board Chair and/or appropriate NCS board or staff members and upon the approval of the Board of Directors.
7. When other qualified candidates have not applied, assignments of short duration (generally less than 60 working days), may be exempt from these guidelines.

## CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIP POLICY STATEMENT

Conflict of interest also exists when there is a consensual romantic or sexual relationship in the context of employment supervision or evaluation. Therefore, no staff or board member may influence, directly or indirectly, salary, promotion, performance appraisals, work assignments or other working conditions for an employee with whom such a relationship exists.

Any supervisor involved in a consensual romantic or sexual relationship, in the context of employment supervision, must discuss the matter on a confidential basis with his or her own supervisor to assess the implications for the workplace and make arrangements to ensure that employment – related decisions are made in an appropriate and unbiased setting.

Although both employees involved in a consensual relationship are individually responsible for disclosure, a supervisor's failure to report such a relationship will be regarded as a serious lapse in his or her management of the workplace and grounds for appropriate disciplinary action, including termination of employment (particularly in cases where bias or harassment has occurred in connection with a benefit).

### **Supervisor's Responsibility**

A supervisor bears an affirmative responsibility for sustaining a positive workplace environment and one which is conducive to the professional growth of all employees.

A supervisor must be regarded as trustworthy and fair for such an environment to exist. It is important to understand that, even when arrangements have been made to minimize conflicts of interest regarding particular employment – related decisions, it is necessarily more difficult for a supervisor to be fair when a close relationship exists with an employee.

Disruption to the workplace can be particularly acute when a sexual or romantic relationship involving a supervisor is known to exist but cannot be discussed openly.

Supervisors should also understand that even in a consenting relationship there are substantial risks of charges of sexual harassment or favoritism when supervision is involved.

## **PERSONAL RELATIONSHIP DEFINITIONSck**

**Immediate Family -** Includes mother, father, child, sibling, spouse, any step-relation, domestic partner, grandparent, grandchild, uncle, aunt, cousin, and in-law of the same relation as any of the foregoing.

**Household -** Includes anyone with whom the school community member shares a house, apartment, or other living arrangements.

**Other Relationship -** Includes a romantic/intimate relationship, long-standing friendship or association, or other relationship in which there is a strong bond between the individuals.

Adopted Jan 2014