

New City School

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Nepotism Policy

Reason for A Nepotism Policy

Staff and board members of the New City School 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.

Nepotism Policy Statement

New City School 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 a staff member with whom he or she has a personal relationship. The following restrictions, designed to avoid the possibility of favoritism based on a personal relationship, shall be observed.

1. A related staff member currently employed by New City School shall immediately disclose all family relationships with other New City School employees.
2. All persons wishing to be considered for employment with New City School shall disclose all personal relationships with then-current New City School employees or students.
3. 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
4. No staff or Board 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 person with whom they have a personal relationship
5. 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 prohibition from influencing the employment, promotion, performance appraisals, work assignments or other working conditions with whom a staff or Board member has a personal relationship may be waived in the best interest of New City School upon recommendation of the Director, the Board Chair or staff members and upon the approval of the Board of Directors.

Romantic Or Sexual Relationship Policy Statement

Conflict of interest also exists when there is a romantic or intimate 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 in the context of employment, a supervisor's failure to disclose, to his or her own supervisor, 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" Definition Includes:

Family Relationship:

Means 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 Relationship:

Means anyone with whom the staff or board member shares a house, apartment, or other living arrangements.

Romantic Relationship:

Means a romantic or intimate relationship.

Adopted by the NCS Board of Directors, April 18, 2018