

Adopted: _____

Cyber Village Academy Policy 210.1
Orig. 2013

Revised: _____

210.1 NEPOTISM

I. PURPOSE

The purpose of this policy is to limit nepotism in all school human resources operations and to comply with MN Statute 124D.10, amended 2013, that requires all charter schools to have a nepotism policy adopted by the board.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board that nepotism is prohibited in all matters of hiring, scheduling, promotion, discipline or other employment or human resources practices.

III. DEFINITIONS

“Nepotism” is defined as the hiring or favoring of relatives in employment or employment benefits, including hiring, scheduling, promotion, discipline or other employment practices.

“Relative” is defined as an individual who is a member of the immediate family whose relationship by blood, marriage, adoption or partner is no more remote than first cousin. This includes, but is not limited to, a parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, in-laws or step-relative, domestic partner, cohabitant or a person with whom a significant committed relationship exists.

IV. PROCEDURES

- A. The school discourages any supervisor, administrator or board member from hiring or contracting with a relative for employment or contracted services to the school.
 - a. If a qualified relative seeks employment with the school, the supervisor or administrator who is the relative shall involve a minimum of two other staff or board members in the hiring process, and a minimum of three candidates must be screened for the position for which the relative is applying.
 - b. The supervisor, administrator or board member who is the relative must disclose the relationship at the time of application for employment.
 - c. If the hiring committee approves the hiring of the relative, an alternate supervisor who is not a relative of the employee shall be appointed by the director or board chair. In the case of no suitable alternate supervisor, a board member shall be assigned to be included in significant actions related to the employee. Significant actions may include, but are not limited to, hiring,

promotion, pay increases or decreases, performance evaluations, re-assignments, awards and disciplinary actions.

- B. If a new supervisor is hired for a position which would require the new hire to oversee another employee who is a relative, an alternate supervisor who is not a relative of the employee shall be appointed by the director or board chair. In the case of no suitable alternate supervisor, a board member shall be assigned to be included in significant actions related to the employee. Significant actions may include, but are not limited to, hiring, promotion, pay increases or decreases, performance evaluations, re-assignments, awards and disciplinary actions.

Legal References: Minn. Stat. § 124D.10 (Charter Schools)

Cross References: