



Mountain Song Community School Anti-Nepotism Policy

Purpose.

It is the policy of Mountain Song Community School ("School") that all Employment Decisions (as defined below) are based upon an individual's qualifications, abilities, and performance. This Anti-Nepotism Policy ("Policy") is created to establish guidelines that are intended to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment.

Scope

This Policy applies to all full-time, part-time, and temporary employees of the School.

Definitions

For purposes of this Policy, the following defined terms shall have the definition and meaning set forth below.

- a. "Close Relationship" shall include: (i) a dating relationship; (ii) a consensual romantic or sexual relationship; (iii) sexual or nonsexual relationship involving cohabitation; (iv) a formal or informal domestic partnership or other similar type of relationship; and (v) any close friendships or other relationships that might compromise judgment.
- b. "Employment Decision" shall mean any decision relating to the hiring, promoting, reassigning, evaluating, disciplining, terminating, or setting of salary of an employee, assignment of working hours or shifts, or any other similar decision with respect to an employee or applicant for employment.
- c. "Family Member" shall include any person who is a spouse, natural or adopted child, father, father-in-law, mother, mother-in-law, foster parent, foster child, stepparent, stepchild, grandparent, grandchild, aunt, uncle, brother, sister, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
- d. "Supervise" shall mean the authority to direct, manage, oversee, evaluate or otherwise be in charge of an employee. "Supervisor" shall mean a person authorized to supervise another employee.

Policy

It is the School's policy that:

- a. Employees and applicants for employment shall not be denied employment or advancement opportunities solely because of a Close Relationship with, or his/her status as a Family Member of, another employee or a member of the Board of Directors of the School.
- b. No person shall be employed in, promoted or transferred to, or hold a position where he/she would supervise or be supervised by a Family Member or person in a Close Relationship.
- c. Board members or employees shall not participate in any final decision or recommendation relating to an Employment Decision regarding a Family Member or person in a Close Relationship.

Administration

This Policy shall be administered by the Director of Operations or such other party as identified by the Executive Leadership Team (ELT) (the "Policy Administer"), in accordance with the following guidelines:

- a. If an employee becomes a Family Member of another employee or enters into a Close Relationship with another employee during the course of his/her employment, such employee shall notify the Policy Administer within ten days.
- b. Upon the Policy Administer's receipt of information reasonably indicating a violation or potential violation of this Policy, the Policy Administer may take such actions as the Policy Administer determines reasonable, including, without limitation, conducting an appropriate investigation, assigning the employee a new Supervisor or reassigning job duties.
- c. The School reserves the right at all times to make job reassignments and/or take disciplinary action up to and including termination as necessary to comply with this Policy.

Exceptions

Exceptions to this Policy may be approved by the ELT on a case-by-case basis. Such decisions shall be based upon principles of merit, recruitment and retention difficulties, and the best interests of the School. Such exceptions should be documented in a writing that identifies the persons involved, the specific provisions of this Policy in conflict, and the terms of the exception granted. Notwithstanding the foregoing, any exception involving the ELT, a Family Member of the ELT, or a Close Relationship involving the ELT must be approved by the School's Board of Directors.

Revision History

Date	Approval Status	Change Description
2018-11-28	DRAFT	Convert to standard format. Changed "school director" to ELT and "Business Manager" to "Director of Operations"
2018-12-11	APPROVED	Approved by Board