

Personnel And Employee Relations

Administrative Procedure #318 Nepotism

Background

Thrive Charter School Society is committed to the highest standards of ethical conduct and professionalism. This Administrative Procedure sets forth guidelines for employees to avoid conflicts of interest caused by real or perceived favoritism based on family or personal relationships.

This Administrative Procedure is intended to promote public confidence in the impartiality and independent judgment employees by setting clear expectations about reporting and mitigating any impacts of actual or perceived nepotism.

Definitions

1. Line of Authority means employees for whom one directly or indirectly, through a chain of direct reporting relationships, has responsibility for directing or overseeing the activities of and/or for evaluating their performance or conducting observations supporting evaluations or approving salary or employment changes.
2. Related means belonging to the same family by blood, adoption, or marriage; in a domestic partnership or cohabitation arrangement; or in a romantic, sexual, or other consensual relationship that may give the appearance of favoritism. The nature of relationships varies widely, so it is not possible to define precisely and exhaustively all situations in which a potential conflict of interest may arise. Any close personal relationship that may create real or perceived favoritism should be considered under the definition of related in all circumstances covered by this policy.

Guidelines

1. Thrive Charter School Society permits the employment of qualified individuals who are related to employees providing the relationships are disclosed and either the conflict can be mitigated or such employment does not create a real or potential conflict of interest.
2. Employees shall recuse themselves from participating in any employment process or decision regarding related individuals, working in the same or different areas, with whom the employee would have direct or line of authority reporting relationship.
3. Employment processes or decisions that the employee should recuse themselves from include, but are not limited to, any activity that has the ability to impact a decision to:

- a. hire, retain, or terminate employment,
 - b. transfer, promote, or otherwise change status,
 - c. identify or assign duties or responsibilities
 - d. supervise work of the employee,
 - e. evaluate and document performance, or
 - f. determine or influence compensation or any other terms, conditions, or benefits of employment.
- 4. In the event that hiring an individual for a particular position would or could potentially create a conflict of interest due to nepotism, that could not be mitigated, hiring should not occur.
- 5. Nepotism in Contracting and Procurement:
 - a. Thrive Charter School Society permits the contracting with qualified vendors who are related to employees as long as the relationships are disclosed and either the conflict can be mitigated or it does not create a real or potential conflict of interest.
 - b. Employees shall recuse themselves from participating in any procurement process or decision or contract management activity regarding independent contracts to any related individual or a business entity in which a related individual has direct or indirect ownership or decision-making authority or influence over the area responsible for providing or evaluating the contracted goods or services.
- 6. Reporting
 - a. Individuals shall track and report any real or perceived conflicts of interest related to nepotism, as well as the agreed-upon mitigation strategies for managing such conflicts.
 - b. Employees shall report to the Superintendent and Board Vice-Chair any potential employment or contracting of a related individual to their immediate supervisor.

Reference: Section 33, 196, 197, 198, 199, 202, 203, 204, 205, 222, 225 Education Act