

**TESFA INTERNATIONAL SCHOOL  
NEPOTISM (493)**

**I. PURPOSE**

The purpose of this policy is to comply with MN Statutes 124D.10 Sub 11(c) that requires charter schools to have a nepotism policy regarding employment.

**II. GENERAL STATEMENT OF POLICY**

In order to avoid a variety of personnel problems (the perception of favoritism, awkward workplace situations, difficult work environments employee moral and job satisfaction issues) a transparent policy regarding nepotism in the workplace is desirable.

**III. DEFINITIONS**

- A. Nepotism: Favoritism applied, without regard to merit, through authority or influence by someone in a position of power, toward family members or others for whom the employee is legally responsible. Favoritism is shown by giving treatment in any employment action to family members and others as defined in the policy.
- B. Employment action: Hire, promote, reclassify, supervise, direct, evaluate, make a compensation recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment.
- C. Family member: Spouse; domestic parent; mother; father; sister; brother; biological or adopted or foster child; stepchild; legal ward; grandparent; grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding step-relatives or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible and any who stood in loco parentis to the employee as a child.
- D. Alternative arrangements: Removing the responsibility to the influence to hire, promote, reclassify, supervise, direct, evaluate or make a compensation recommendation, adding work or resources, approve leave requests, give any benefit, or terminate employment for the family member, and recusing self from influencing employment related decision. This includes relationships that are post-hire. If alternative arrangements are not possible, employment is not feasible.

#### IV. PROCEDURES

- A. Individuals must notify the director if any family member applies for a position for which they will be responsible or may influence employment actions referred to in this policy. The director must notify the board chair if any of his/her family members apply for a position.
- B. In considering the employment of an employee's family member, the school must ensure that:
  - i. The relative has the appropriate education and credentials for the job;
  - ii. The position is an existing position with a published job description and determined pay and performance expectations
  - iii. The position is posted and the potential candidates vetted in accordance with the procedures of the school.
- C. Internal and external applications are required to self-disclose at the time of application, if the position for which they are applying reports to or supervises a family member.
- D. Internal and external applications who have family members who work at the school must have approved alternative arrangement in place prior to being approved for employment if the family member is involved in any employment actions regarding the applicant.
- E. If a conflict of interest cannot be eliminated through alternative arrangements, the hire will not be approved.
- F. All employees hired who have family members working at the school must have on file an approved relationship disclaimer with an approved alternate arrangement if necessary.
- G. Individuals who do not notify the director and who do not have necessary alternative arrangements are in violation of school policy and will be subject to corrective action.

#### V. ACCOUNTABILITY

Individuals violating this policy will be held accountable with consequences up to an including termination.

*Adopted: 11/04/14*

*Revised:*

**Tesfa International School  
Family Relationship Disclaimer  
Alternate Arrangements**

Employee Name \_\_\_\_\_

Name of related employee \_\_\_\_\_

Relationship to employee \_\_\_\_\_

Does this relationship pose a conflict in terms of employment action as defined by Nepotism Policy 492?

- Yes
- No

If yes, what aspects of employment are affected?

Are alternate arrangements possible?

- Yes
- No

If yes, describe the specific alternate arrangements below.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Administrative signature \_\_\_\_\_ Date \_\_\_\_\_