



Document ID 119	Title NEPOTISM	Effective Date 09/19/2022
Last Date of Review 09/19/2022	Date of Re-Review: 2024-2025	Date Approved by Board of Directors: 09/19/2022

1. PURPOSE

- a. The purpose of this policy is for NEW MILLENNIUM ACADEMY (NMA) to comply with MN Statute 124E.07 Subd 6 that requires charter schools to have a nepotism policy regarding employment.

2. GENERAL STATEMENT OF POLICY

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

3. DEFINITIONS

- a. “Nepotism” means 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” means to 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” means spouse; domestic partner; mother; father; sister; brother; biological, 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” means removing the responsibility to hire, promote, reclassify, supervise, direct, evaluate, or make a compensation recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment for the family member, and recusing oneself from influencing employment-related decision. This includes relationships that are post-hire. If alternative arrangements are not possible, employment is not feasible.

4. PROCEDURES

- a. Individuals must notify NMA if any family member applies for a position for which they will be responsible or may influence the employment actions referred to in this policy. The School’s Executive 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;



New Millennium Academy

Respect • Help • Inspire • Never Give Up • Overcome

2

- 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 are vetted in accordance with the procedures of the school.
 - c. Internal and external applicants 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 applicants who have family members who work at the school must have an 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 Family Relationship Disclaimer with an approved alternate arrangement if necessary.
 - g. Individuals who do not notify the School's Executive Director and who do not have the necessary alternative arrangements are in violation of school policy and will be subject to corrective action.
- 5. **ACCOUNTABILITY**
 - a. Individuals violating this policy will be held accountable with consequences up to and including termination.
- 6. **LEGAL REFERENCES**
 - MN Statute 124E.07 Subd 6
 - Minnesota Association of Charter Schools Nepotism/Anti Nepotism Sample Policy (September 2013)