

Adopted: 2/17/2014

Yinghua Academy Policy 440

Revised: \_\_\_\_\_

## **440 NEPOTISM**

### **I. PURPOSE**

To establish and define a policy on nepotism.

### **II. GENERAL STATEMENT OF POLICY**

No individual shall be assigned, reassigned, permanently or temporarily employed, or issued an independent contract in a department, special program, location or school where one member of a family has direct administrative or supervisory responsibility over that individual.

For purposes of this policy, "supervisor" or "administrator" means any employee, regardless of job description or title, having authority in the interest of the employer to hire, set salary, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or having responsibility to direct them, or to adjust their grievances, or effectively to recommend this action, if, in connection with the foregoing, the exercise of this authority is not of a routine or clerical nature, but requires the use of independent judgment.

For the purpose of this policy, family relationship (including "step" or "half" relationship) shall include:

- A.** Father, mother, son, daughter
- B.** Husband, wife, spouse's father or mother, son's wife, daughter's husband
- C.** Grandfather, grandmother, brother, sister, grandson, granddaughter
- D.** Spouse's grandfather or grandmother, spouse's brother or sister
- E.** Great grandfather, great grandmother, uncle, aunt, brother or sister's son or daughter, great grandson, great granddaughter
- F.** Any person, including a domestic partner, who resides at the same residence as administrator or supervisor

This policy will apply to independent contracts and all forms of employment, including, but not limited to, regular full-time employment, regular part-time employment, temporary full-time employment, or temporary part-time employment. This policy will apply to all employees including student workers. Exceptions to this policy can be made for unique circumstances. Exceptions to this policy must be requested in writing with justification from the department, special program, location or school through the Executive Director or the Board.

This policy shall not be interpreted to restrict the rights of students to enroll in or be assigned to classes taught by close relatives. In such cases, the close relative faculty members shall be responsible for making those academic decisions normally incident to their instructional duties.