

1208: Nepotism Policy

I. Purpose:

- a. This policy defines the standard for the school's employment of close relatives of school's employees and board members. This policy works in accordance to Delaware Code.

II. Definitions:

- a. Close Relative: A person's parents, spouse, children (natural or adopted) and siblings of the whole and half-blood.

III. Policy Statement:

- a. The school will use sound judgment in the hiring and placement of close relatives of employees and board members in accordance with the following guidelines:
 - i. The school permits the employment of qualified close relatives of school employees or board members, as long as such employment does not create a conflict of interest, or a justifiable impression among the public that there is a conflict of interest.
 - ii. Close relatives of employees and board members are permitted to work in the school, providing no direct reporting or supervision of subordinate relationship exists. In order to avoid the appearance of conflict of interest:
 1. An administrator/supervisor and a close relative of the administrator /supervisor shall not be assigned to the same department
 2. Neither an administrator, nor a board member, shall report on or to, or directly or indirectly participate in any employment decision affecting a close relative of the administrator or Board member.
 - iii. Board members and employees with close relatives working at, or who apply for employment at the school, are to refrain from participating in, or attempting to influence, decisions affecting a relative's salary, classification, employment, benefits, or any other condition of employment.
 - iv. Employees who marry, become relatives due to a marriage or become part of the same household must notify the school of this fact. If, in the opinion of the Board of Directors, a conflict of direct reporting or supervision arises as a result of the relationship, one of the employees may be transferred or terminated at the earliest practicable time.
 - v. Any board member voting on a matter which would result in a financial benefit or detriment to accrue to the board member, or the board member's

close relative, shall disclose the conflict, and shall excuse him or herself from the discussion and vote on such a matter. If the board would be unable to take action on a matter before it because the member or members of the board required to excuse themselves under this policy make the required vote unattainable, such board members shall be permitted to vote full public disclosure.

- vi. Employees hired prior to the enactment of this policy (November 24, 2014) are excluded from this policy.
- vii. The Board of Directors may vote to approve exclusions to this policy.

IV. Related Policies:

V. Related Procedures and Documents:

- a. Delaware Code Title 29 Chapter 58:
<http://delcode.delaware.gov/title29/c058/sc01/index.shtml>
- b. Delaware Public Integrity Commission's Ethics Bulletin 001 – Nepotism:
<https://depic.delaware.gov/code-of-conduct/ethics-bulletins/ethics-bulletin-001/>

Approval and Revision Dates

APPROVED BY THE BOARD OF DIRECTORS NOVEMBER 24, 2014

REVISED BY THE BOARD OF DIRECTORS JANUARY 31, 2022