



Employment of Relatives Policy

Objective

Robert Frost Public Charter School (RFPCS) and its Board of Trustees (BOT) is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of close relatives.

Employment decisions are based upon a candidate's qualifications for the position, ability, and performance. RFPCS and the BOT strives to avoid favoritism, the appearance of favoritism, or any potential conflicts of interest when making employment decisions.

Accordingly, RFPCS does not hire individuals who have a close relative presently employed with the school, or who have a relative presently serving on the Board of Trustees.

For the purpose of this policy, the definition of the term "close relative" applies both to the applicant for employment in the District and, if legally married at the time of prospective employment, the spouse of such applicant.

Scope

No close relative, as defined below, of either the Head of School, instructor, instructor aide, administrative personnel, contracted personnel or a member of the Board of Trustees shall henceforth be employed by RFPCS in any capacity, except with the following provisions:

The proposed employee makes less than \$5,000 during any fiscal year, effective July 1, 2017, and

1. The proposed employee is clearly the most qualified and is not displacing a potential employee of equal or better qualification.

2. The proposed employee is asking to be considered for a temporary or part-time position consisting of 500 hours per year or no more than one-third of the school year.

Definitions

"Close relatives" as used in this policy shall be defined as one of the following:

Relationships by blood-parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin;

Relationships by marriage-husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and co-habiting couples or significant others.

Procedure

The Head of School and Board of Trustees is responsible for ensuring policy compliance.

Applicants will be asked if they are close relatives to existing employees as defined above.

Employees are responsible for immediately reporting any changes to the Head of School.

Such changes must be approved by the Head of School. If the change involves the Head of School, the Board of Trustees must determine if a conflict exists or if an exception to the policy shall be permitted.

If any employee, after employment or change in employment, enters into one of the above relationships, the HOS or BOT may determine that the working or reporting relationship may interfere with the job requirements or cause a conflict for RFPCS. If this determination is made, the employee will be offered a resignation package commensurate with their time of service to the school.

If the HOS or BOT determines that no conflict is likely, an exception may be made to allow the close relatives to work.

Any request for exception to this policy shall first be considered by the Head of School. If the change involves the Head of School, the Board of Trustees must determine if an exception shall be granted.

An employee of RFPCS cannot use his/her authority or position to benefit or to disadvantage another employee in a familial relationship. Although all such potential misuses of authority cannot be listed here, examples include an employee signing an evaluation for a family member or signing/approving a check payable to a family member. In the case of the OS and his/her family members, evaluations and payments must be counter r co-signed by a BOT member.

Nothing in this policy suggests or requires the resignation of individuals if a family member becomes employed as the HOS or becomes a member of the BOT.

Board of Trustees Chair, Date

Head of School, Date