

Employment of Relatives Policy

Section 400 / June 1st 2014

1. PURPOSE

To outline the School's policy toward employment of relatives and to minimize the negative impact on productivity and job satisfaction created by nepotism or the perception of nepotism.

2. SCOPE

This policy applies to all students enrolled at GreenWood, Parents of Students, Community Members, Administration, Staff and Faculty.

3. REFERENCES

4. DEFINITIONS

Term: relative

Definition: Defined as father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, niece, nephew, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law or son-in-law.

Term: Appointee

Definition: An employee whose salary, wages, pay, or compensation is paid from school funds.

Term: School officer

Definition: a person who holds a position that is compensated by school funds; or who holds a position on the GreenWood Governing Board.

5. Policy

- 5.1. For The proposed Employment of Relatives Policy is in accordance with *Utah Code* 53A-1a-518, as follows:
- 5.2. No school officer may employ, appoint, vote for or recommend the appointment of a relative in or to any position of employment, when the appointee will be directly supervised by a relative, except as follows:
 - 5.2.1. the appointee will be employed for a period of 12 weeks or less;
 - 5.2.2. the appointee is a volunteer;
 - 5.2.3. the appointee is the only person available, qualified, or eligible for the position; or
 - 5.2.4. the Greenwood Governing Board determines that the school officer is the only person available or best qualified to perform supervisory functions for the appointee.
- 5.3. No school officer may directly supervise an appointee who is a relative, except as follows:
 - 5.3.1. the relative was appointed or employed before the school officer assumed his position, if the relative's appointment did not violate the provisions of this policy in effect at the time of his appointment;
 - 5.3.2. the appointee will be employed for a period of 12 weeks or less;
 - 5.3.3. the appointee is a volunteer;
 - 5.3.4. the appointee is the only person available, qualified, or eligible for the position; or
 - 5.3.5. the Greenwood Governing Board determines that the public officer is the only person available or best qualified to perform supervisory functions for the appointee.

No appointee may accept or retain employment if he is under the direct supervision of a relative, except as follows:

- a. the relative was appointed or employed before the school officer assumed his position, if the relative's appointment did not violate the provisions of this policy in effect at the time of his appointment;
- b. the appointee is the only person available, qualified, or eligible for the position;
- c. the appointee is employed for a period of 12 weeks or less;
- d. the appointee is a volunteer; or
- e. the Greenwood Governing Board determines that the appointee's relative is the only person available or best qualified to supervise the appointee.

When a school officer supervises a relative as allowed above, the officer shall make a complete written disclosure of the relationship to the Greenwood Governing Board and the school officer who exercises authority over a relative may not evaluate the relative's job performance or recommend salary increases for the relative.

The GreenWood Governing Board reserves the right to consider other employees within this policy based on personal relationships (friend, roommate, boyfriend, girlfriend, etc.)

6. Governing Board Conflict of Interest

6.1. As per the GreenWood Governing Board Bylaws:

6.2. Section 6.5 Conflicts of Interest. If any person who is a Trustee or officer of the corporation is aware that the corporation is about to enter into any business transaction directly or indirectly with himself, any member of his family, or any entity in which he has any legal, equitable or fiduciary interest or position, including without limitation as a Trustee, officer, shareholder, partner, beneficiary or Trustee, such person shall (a) immediately inform those charged with approving the transaction on behalf of the corporation of his interest or position, (b) aid the persons charged with making the decision by disclosing any material facts within his knowledge that bear on the advisability of such transaction from the standpoint of the corporation, and (c) not be entitled to vote on the decision to enter into such transaction.