

AIMS K-12 College Prep Charter District

Employment of Relatives Policy

Objective

AIMS K-12 College Prep Charter District is committed to creating a workplace that values employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Scope

To avoid anticipated perceived or actual conflicts due to the employment of a relative, such as favoritism or personal conflicts from outside the work environment, that may be carried into the work environment, AIMS K-12 College Prep Charter District will only hire an employee's relative if:

- Candidates are well qualified for that position
- Candidates for employment will not be working directly for or supervising a direct relative;

This policy applies to all current employees and candidates for employment.

Definitions

"Direct relative" means spouses, parents, grandparents, uncles, aunts, children, siblings, nieces, nephews, or first cousins whether by blood, adoption, or marriage

Procedure

Prior to the employment offer of an employee's relative, the immediate supervisor must complete a signed statement certifying that the candidate for employment or other employment action is not a relative as defined above. Failure to submit the signed statement will result in the delay of the job offer until the statement is submitted. The supervisor and department directors are also responsible for monitoring changes in employee reporting relations after the initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor.

If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Any questions regarding this policy should be directed to your direct supervisor.

I have read and understand the above policy and agree to abide by its guidelines.