

Integrated Day Charter School  
Governing Board



Policy Series: 4000

Policy Number: 4112.8

## Personnel Policy

### Hiring of Relatives

#### POLICY STATEMENT

When relatives work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. This policy applies to all employees regardless of their gender or sexual orientation.

Our policy is that an employee may not directly work for a relative or supervise a relative. IDCS, Inc. reserves the right to take quick action if an actual or potential conflict of interest arises. This includes any relatives or persons involved in a dating relationship who are in positions at any level (high or lower) in the same line of authority that may affect the review of employment decisions.

If two employees become relatives, and one of them supervises the other, the one who is the supervisor is required to tell management about the relationship. We will then ask the two employees to decide which one of them is to be transferred to another available position, if such a position is available. If they do not make that decision within 10 business days, IDCS, Inc. will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment.

An employee would be required to exclude himself/herself from the hiring process if they are related to an employment candidate.