

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 5 Human Resources
Title	AP 5190 Nepotism
Number	AP 5190
Status	In Development
Legal	Chavez/Huerta K-12 Preparatory Academy Board of Directors CHPA Bylaws, paragraphs 8.4, 8.4.1 and 8.4.2
Adopted	October 8, 2019
Last Reviewed	Wednesday, October 02, 2019

Chavez/Huerta K-12 Preparatory Academy, CHPA, does not prohibit the employment of relatives, with the exception that they shall not be assigned to a position of employment that has an immediate family member who is in a position to supervise, recommend or influence personnel decisions.

In extenuating circumstances, the CHPA Board of Directors may approve an exception to this policy which include the specific guidelines outlined below.

Situations that may warrant an exception are as follows:

- A department or position deemed critical experiencing a prolonged shortage in qualified candidates, such as teaching positions that impact student instruction and/or compliance with state and federal laws.
- Emergency situations that require an employee to be assigned to a relative for a temporary time period to not exceed one full academic year, which causes enacting Board Policy 5190.
- Any situation that warrants the need for an exception deemed by the Chief Executive Officer (CEO) and Human Resource Director to be taken to the CHPA Board of Directors of approval.

In the event that the CHPA Board of Directors approves an exception, the following guidelines must be adhered to:

- If the original supervisor is the employee's relative, the employee must be reassigned to the next level supervisor or designee for all personnel decisions. Personnel decisions

include appointment, retention, evaluation, work assignment, promotion, demotion, disciplinary action, or salary of the relative.

- Once the employee is reassigned to a functional supervisor (not related) the original supervisor (relative) will then be deemed the operational supervisor.
- The operational supervisor (relative) can provide oversight of daily tasks and input applicable to daily performance for the assigned functional supervisor to consider in the evaluation process.
- The operational supervisor will meet periodically with the assigned functional supervisor, and any other applicable staff, for evaluation input and all other pertinent issues regarding the employee.

In the event that a decision must be made regarding the employment status of the employees who are related, the employees will be consulted in effort to reach a solution. If a decision cannot be made during that process, the CEO will make the decision. All exceptions to this policy must be approved by the CHPA Board of Directors.

Last Revised

Tuesday, October 08, 2019