



## Policy Procedure Manual

Document Name: Employment of Relatives Policy

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### 1.0 Purpose

### 2.0 Definition

**“Relative”** means a father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, boyfriend, girlfriend, life partner or significant other.

**“Appointee”** means an employee whose salary, wages, pay, or compensation is paid from school funds and who will be under the supervision of a School Officer.

**“School Officer”** means a person who holds a supervisory position that is compensated by school funds.

**“Board Member”** means a person who holds a position on the Wasatch Waldorf Charter School Governing Board.

**“School Administrator”** means a School Officer appointed by the Wasatch Waldorf Charter School Governing Board to operate Wasatch Waldorf Charter School with the highest executive authority at the School.

### 3.0 Policy Content

1. No School Officer may employ, appoint, vote for or recommend an Appointee who is a Relative to any position of employment, when the Appointee will be directly supervised by that School Officer, except as follows:
  - a. the Appointee will be employed for a period of 12 weeks or less;
  - b. the Appointee is a volunteer;
  - c. the Appointee is the only person available, qualified, or eligible for the position; or d. the Wasatch Waldorf Charter School Board of Trustees determines that the School Officer is the only person available or best qualified to perform supervisory functions for the Appointee.
2. No School Officer may directly supervise an Appointee who is a Relative, except as follows:
  - a. the Appointee will be employed for a period of 12 weeks or less;
  - b. the Appointee is a volunteer.
3. No Appointee may accept or retain employment if he is under the direct supervision of a Relative, except as follows:
  - a. the Appointee is employed for a period of 12 weeks or less;
  - b. the Appointee is a volunteer.
4. A School Officer may employ, appoint, vote for or recommend an Appointee who is a Relative to any position of employment, when:
  - a. the School Officer makes a complete written disclosure of the relationship to the Wasatch Waldorf Charter School Governing Board outlining the nature of the relationship and the School Officer's understanding of the limits of the School Officer's authority under such circumstances;
  - b. the Appointee meets the qualifications for the position;
  - c. the hiring decision is made by a committee that does not include the School Officer; and
  - d. the School Officer will not directly supervise or evaluate the Relative's job performance or recommend salary increases for the Relative.
5. Due to the special supervisory role of the Wasatch Waldorf Charter School Governing Board, the Relative of a Board Member shall not be employed in any manner by Wasatch Waldorf Charter School except as follows:
  - a. the Appointee is a volunteer; or



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- b. the Appointee is the only person available, qualified, or eligible for the position and is unanimously determined by the Wasatch Waldorf Charter School Board of Trustees and the School Administrator to be the best qualified person available for the position.

Further, should a Relative of a Board Member apply for a position at Wasatch Waldorf Charter School, the related-Board Member must relinquish their position on the Board prior to the Relative being considered for employment in the hiring process.

The Wasatch Waldorf Charter School Board of Trustees reserves the right to consider other employees within this policy based on personal relationships (friend, roommate, etc.).