



Section: 400

Policy: 011

FCS Council Approved: November 13, 2018

Related Personnel Policy

Consistent with the principle that employees and prospective employees of the Forest Charter School (the “School”) shall be hired, evaluated, and advanced on the basis of individual merit, without reference to considerations of race, ethnicity, gender, gender identification, gender expression, religion, sexual orientation, or national origin, or any protected classes or other factors not involving professional qualifications and performance, the following policy, designed to avoid the possibility of improper favoritism based on family or personal relationship, shall be observed with respect to personnel:

1. All persons wishing to be considered for employment with the School shall disclose family and personal relationships with then-current employees and Board members of the School.
2. With respect to proposed employment decisions which would result in the concurrent service of related persons within the same department, a person related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.
3. With respect to the concurrent service of related persons within the same department, neither related person shall be permitted, either individually or as a member of the staff or as a member of a committee, to supervise, participate in the evaluation, advancement, or salary decisions of the other related person.
4. No member of the Board, Charter School administration, or staff member shall engage in recommendations, discussions, or otherwise participate in any decision or recommendation relating to the appointment, promotion, retention, or employment of a related person.
5. In the event of a lack of candidates, a need for specialized skills, or other unique circumstances as determined on a case-by-case basis, the restriction against hiring related persons may be waived in the best interest of the School, upon the approval of the Principal or the Board of Directors, subject to compliance with other applicable conflict of interest laws.
6. Any Director with a familial or personal relationship with an applicant, where that applicant’s employment agreement comes before the Board, or where a Board action would have a material financial effect on a related person to a Director, the

Director with the relationship and the Board shall, prior to the action, perform the following:

- A. The Director discloses the relation and interest of the Director to the Board;
 - B. The Director with the relation or interest recuses themselves from any discussion of the action;
 - C. The remainder of the Board makes a determination whether, after reasonable investigation, the School could not find a more qualified candidate or a candidate with skills unique to the related person and necessary for performance of the job, with reasonable effort under the circumstances; and
 - D. The remainder of the Board votes on the action in good faith, with the determination that the action is taken for the benefit of the School and that the action is fair and reasonable to the School at the time of the action.
7. When other qualified candidates have not applied, assignments of short duration (generally less than sixty [60] working days), may be exempt from these guidelines, subject to compliance with other applicable conflict of interest laws.
 8. This policy shall not supplant the application of applicable conflicts of interest laws to the School.

Definition of “Related Persons”

The following relationships create related persons:

- Parent and child;
- Siblings;
- Grandparent and grandchild;
- Aunt and/or uncle and niece and/or nephew;
- First cousins;
- Spouses and registered domestic partners;
- Guardian and ward;
- Any corresponding in-law, step, or adoptive relative, or anyone residing in a permanent basis in the home of a current employee of the School; and
- Persons engaged in amorous relationships, meaning a relationship in which two (2) persons voluntarily have a physical relationship or are engaged in a romantic courtship (e.g. dating or engaged) that may or may not have been consummated.

Policy Statement on Consensual Relationships

Consensual romantic or sexual relationships between supervisors and employees and between staff should be avoided. In addition, a supervisor will be prohibited from evaluating an employee’s job performance if he/she is romantically/sexually involved with that employee.

The School’s Related Personnel Policy precludes individuals from evaluating the work performance of others with whom they have intimate familial or personal relationships, or from making hiring, salary, or similar financial decisions concerning such persons. The same principles apply to supervisor-employee relationships in the context of work or academic evaluation.