

Sec. 1. NEPOTISM

Chapel Hill Academy wants to ensure that its practices do not create conflict of interest or favoritism based on employment of relatives. This extends to employment practices including but not limited to employee hiring, compensation decisions, promotion, demotion, transfer and terminations.

Individuals will not be hired or promoted into a position that would create a conflict in Chapel Hill Academy's policy.

Sec. 2. DEFINITIONS

An individual is not eligible and shall not accept employment for a position with Chapel Hill Academy that is to be directly or indirectly compensated for public funds, if the individual is related to the Superintendent, a Chapel Hill Academy Trustee, or a member of the Lena Pope Board of Directors within the 3rd degree by consanguinity or within the second degree by affinity.

Close relatives, partners, or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister, sister-in-law, step relatives and cousins.

Sec. 3. PROCESS

1. If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform management and human resources of the relationship.
2. The employees will have 60 days to resolve the situation on their own.
3. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to Chapel Hill Academy such as a transfer or employment outside the company, the employees' supervisors will work with human resources (HR) to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

Chapel Hill Academy reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved.

Sec. 4. EXCEPTIONS

An appointment or employment of a substitute teacher.