

IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL
POLICY GROUP 1 – GOVERNANCE
NEPOTISM IN HIRING

PG-1.6

EMPLOYMENT OF RELATIVES

A. Policy Objective

IDEA Public Schools (“IDEA”) is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, IDEA will hire relatives / family members of persons currently employed only if:

- a) candidates for employment will not be working directly for or supervising a family member who is an “officer of a charter school” under commissioner rule or “manager” as defined by IDEA; and will not be involved in any way with decisions related to hiring, retention, transfer, promotion, evaluation, discipline, reassignment, compensation and leave requests or any other prohibited involvement.

This policy applies to all future employees and candidates for employment.

B. Definitions

For purposes of this policy, the term “family member” shall include the following:

- a) Relationships established by blood, marriage, or legal action. Examples include an employee’s:
 1. spouse
 2. parent
 3. child
 4. sibling
 5. mother-in-law or father-in-law
 6. sister-in-law or brother-in-law
 7. son-in-law or daughter-in-law
 8. stepparent
 9. stepchild
 10. aunt or uncle
 11. nephew or niece
 12. grandparent

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- b) Domestic partners, meaning a person with whom an employee’s life is interdependent and who shares a common residence, and a child of an employee’s domestic partner even if not legally married.
- c) Appendix A. Nepotism Chart can be utilized to determine the type and degree of family member kinship.

C. Employment of Family Members

A goal of IDEA is to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts, or management disruptions exist.

IDEA may allow existing family relationships to be maintained or approve the hiring of a family member of a current employee under the following circumstances:

- a) Prior to the employment offer or other employment action (promotion, salary action, etc.), the immediate supervisor must certify that the candidate for employment or other employment action is not a family member as defined above. Failure to submit the signed statement to Human Assets will delay final written approval of the proposed employment action.
- b) An employee who is an Officer or Manager cannot create or remain in a direct supervisory/subordinate relationship with a family member, or in a manner prohibited by administrative regulations or procedures of IDEA.
- c) An employee cannot conduct or be involved in any way with the performance evaluations of a family member.
- d) An employee cannot participate in or make decisions regarding a family member’s employment or terms of employment (promotion, demotion, reassignment, termination, salary or compensation, work opportunities, leave eligibility, etc.).
- e) IDEA reserves the right to make changes to individual employee assignments, up to and including releasing a family member from employment, or other action it deems in the best interest of IDEA should a conflict, perceived conflict, or disruption in the workplace be reported, even if such allegations are not a direct violation of this policy.
- f) Employment of family members cannot violate any legal requirements related to nepotism under the Texas Government Code, Commissioner Rule and/or IDEA’s Ethics, Conflict of Interest, and Nepotism Policy (Policy PG-1.7).
- g) The Superintendent/CEO may adopt procedures or administrative regulations that are more restrictive, for clarification, or otherwise as determined in the best interest of IDEA. The Superintendent/CEO may also make a written exception where such exception is not prohibited by law, so long as not inconsistent with law.

Hiring supervisors are responsible for ensuring compliance with this policy. Employees are responsible for immediately reporting to their supervisor and Human Assets any changes to a family relationship covered under this policy.

This policy must be considered when hiring, promoting, or transferring any employee.

If a family relationship addressed under this policy is identified with either candidates for employment or current employees, the matter must immediately be reported to the regional HR representative. The following protocols will apply in such circumstances:

DATE ISSUED: 1/21/22; REVISED 3/25/22, 11/22/2024

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- a) A determination will be made whether the family relationship is subject to any of IDEA’s nepotism policies.
- b) If the relationship is determined to fall within one or more of IDEA’s nepotism policies, the Human Resources department, in consultation with the affected employees and the Chief Human Assets Officer or designee, will attempt to resolve the situation through the reassignment of one employee to a new position or identifying some other action (e.g., supervisory reassignment) to correct the conflict or issue identified. If an appropriate resolution cannot be made, IDEA reserves the right to terminate the employment of one or both employees in order to ensure compliance with applicable law and policy.


No exception to this policy will be made without the prior written consent of the Chief Human Assets Officer.

D. Retention

This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter in accordance with state law.

E. Certification

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Nepotism in Hiring Policy, as originally adopted by the Board on January 21, 2022, and as subsequently amended on March 25, 2022, and November 22, 2024, which Policy, as amended, is in full force and effect and has not been revoked or amended.

Signed by:

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Ed Rivera, Board Secretary

1/17/2025
Date Certified

APPENDIX A

NEPOTISM CHART

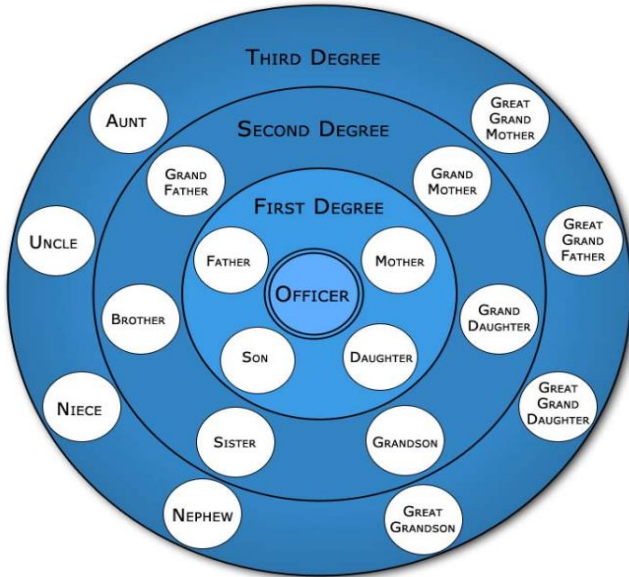
NEPOTISM CHART

The chart below shows

- Affinity Kinship (relationship by marriage)**
- Consanguinity Kinship (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025**



AFFINITY KINSHIP
Relationship by Marriage



CONSANGUINITY KINSHIP
Relationship by Blood