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407 Nepotism

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PURPOSE

To clearly define Three Rivers Montessori School's policy regarding the standards for close relatives working for the Charter School in the same or different departments.

Policy

In instances where an employee has a direct or indirect reporting relationship with a relative or spouse, any potential conflicts of interest must be addressed promptly and transparently. To ensure fairness and maintain the integrity of the organization, the following procedures will apply when exceptions to the nepotism policy are granted:

1. **Reporting Conflicts:**

Any conflicts of interest arising due to familial or marital relationships must be reported to all members of the Board of Directors within 30 days of the change or discovery of the conflict. This includes new hires, internal transfers, promotions, or any other employment action that creates a potential conflict of interest.

2. **Approval of Exceptions:**

The Board Chair must approve any exceptions to the nepotism policy in writing before they can be implemented. No exceptions will be granted without the express written consent of the Board Chair.

3. **Secondary Approvals for Key Employment Decisions:**

If an exception is granted, any of the following employment actions related to the employee with a potential conflict must receive secondary approval in writing from the Board Chair:

- Pay Changes
- Promotions or Role Changes
- Performance Reviews
- Disciplinary Action or Terminations

4. **Complaints and Conflict Resolution:**

For employees who have a conflict of interest with their supervisor, such as being related to or married to the Executive Director, any complaints or grievances that would typically be directed to the Executive Director, including concerns about discrimination, harassment, or other workplace issues, must be submitted directly to Three Rivers Montessori's Human Resources Consultant and the Board Chair. These complaints will be handled with the highest level of confidentiality and impartiality.

By ensuring transparency and accountability, this policy aims to prevent any undue influence or favoritism that may arise due to personal relationships in the workplace.

