

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**Policy 405:**  
**ANTI-NEPOTISM POLICY**

**I. PURPOSE**

The purpose of this policy is to prevent nepotism for full-time and part-time employees at Nova Classical Academy.

**II. GENERAL STATEMENT OF POLICY**

- A. No employee of Nova Classical Academy shall be assigned to a position in which that employee is directly supervised by a relative.
- B. This policy does not apply to those employees who are hired to be casual: substitute or temporary employees and those whose total days worked do not exceed sixty (60) days in a fiscal year.
- C. The Board of Directors recognizes that specific child, school, or legal demands may call for exceptions to this policy. If situations arise the Executive Director or his/her designee will be responsible for administering these situations.

**III. DEFINITION**

“Relative” under this policy include the following relationships: the employee’s spouse or ex-spouse, domestic partner, child, domestic partner’s children, mother, father, brother, sister, step-family, aunt, uncle, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents and grandchildren of the employee spouse, or member of the employee’s household, other than roommates.

**IV. VIOLATIONS**

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

*Cross References:* MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

*MSBA/MASA Model Policy 410 Orig. 1995*  
*Revised: 2015*

**ADOPTED BY THE BOARD: 11/25/2013**  
**REVISED BY THE BOARD: 04/01/2019**  
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