

**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 their designee will be responsible for administering these situations.

**III. DEFINITION**

“Relative” under this policy includes 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: 08/29/2022**  
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