**CIS of Robeson County/CIS Academy**

**Nepotism Policy**

The Communities in Schools of Robeson County Board desires to avoid “conflicts of interest” in hiring and employment or the appearance of such conflicts.  The Executive Director and school administrators who are responsible for recruiting and interviewing potential employees shall seek the best person available for the position.  At all times, all individuals involved in the hiring process should be sensitive to the possibility of the perception of favoritism in hiring due to relationships between a Board member, or an employee, and the candidate based upon political considerations or family relationships.

No Communities in Schools of Robeson County Board member or employee shall have a supervisory role or any job role that may impact family member’s full-time or part-time employment after the passage of this policy.  “Family member” shall be defined as spouse, mother, father, child, brother, sister, grandchild, grandparent, uncle, aunt, and any step relationship of these individuals, any marital relationship, including niece, nephew, in-law, guardian, ward and first cousin. Any employees currently employed by the Communities in Schools who have such relationships are exempt from the above language as long as they maintain continuous, uninterrupted employment with CIS of Robeson County or CIS Academy.  The policy is not retroactive and shall not be applied to individuals who are hired without said relationships and then later acquire a prohibited relationship by marriage to another employee or Board Member.

When any action related to the employment of a family member of a sitting board member comes before the board, said board member shall abstain from any vote related to the employment action.   In an effort to avoid any potential conflict of interest, all CIS of Robeson County Board members shall notify the board chair person in writing the names and positions of any family members employed by CIS of Robeson County or CIS Academy .

Irrespective of the exemptions in this policy, no CIS employee may participate in the process of supervision, review, recommendation, and/or decision-making in any matter concerning salary, promotion, demotion, discipline, transfer, lay-off, recall, evaluation, discipline, discharge, or determining work duties or assignments of a family member, as defined above.

**Approved CIS Board of Directors – May 20, 2015**