ST. JOSEPH ACADEMY
(SJA)

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| Department: | Human Resources |
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St. Joseph Academy welcomes the opportunity to hire and retain qualified employees who are related to one another. However, such relationships can create suspicions of favoritism if the related employees are in a supervisor-subordinate relationship. It is the policy of St. Joseph Academy that:

1. Any employee of St. Joseph Academy who has or acquires a familial relationship (two employees or employee and applicant in the relationship as husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson or granddaughter, or any of those relationships arising as a result of marriage) with one another shall not have any direct or indirect administrative or operational authority over the other person.

2. An employee of St. Joseph Academy cannot use his/her authority or position with St. Joseph Academy to benefit or disadvantage another employee that is a family member. For example, an employee signing an evaluation for a family member or signing/approving pay to the family member is prohibited.

3. Employees are required to notify Human Resources of any existing family members employed at St. Joseph Academy, any potential family members (for example, marriage), or any applicants that are family members. Family members will then be assigned to or reassigned to a different supervisor.

Approved by: _____ Date 6/3/24
President/CEO