

**Spectrum Charter School
4369 Northern Pike
Monroeville, PA 15146**

Board of Trustees Policy 304

EMPLOYMENT OF PERSONNEL POLICY

In its dedication to excellence in education, the Board of Trustees (“Board”) of the Spectrum Charter School (“Charter School”) is committed to the employment of the most qualified staff.

Upon recommendation of the Chief Executive Officer (“CEO”), the Board shall approve the employment and determine responsibilities and approve compensation for each employee. Any employee who is related to any member of the Board shall receive the affirmative vote of a majority of all members of the Board other than the member related to the applicant. Relatives shall include: father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister/brother-in-law, uncle or aunt. The CEO shall report annually to the Board all assignments and reassignments of employees made during the school year, all appointments exempt from the policies and regulations of the Board, and on any subjects the Board may deem necessary and proper. The use of applicants prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program or meeting emergency conditions in the operation of the Charter School. Retroactive employment shall be recommended at the next regular meeting of the Board.

Guidelines

Appointments of personnel shall be made on merit without regard to race, creed, color, national origin, sex, sexual orientation, gender identity, marital status, or membership in an employee organization or any other legally-protected class. An employee’s deliberate misstatement of fact essential to qualifications for employment or determination of salary shall be considered as grounds for dismissal. All prospective employees must provide the CEO with:

- A) State of Pennsylvania (PA) certification where such certification is required;
- B) Completed PA State Police Request for Criminal Record;

- C) FBI Clearance for new PA residents in accordance with PA law; and
- D) Completed PA Child Abuse History Clearance.

The CEO shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with the following guidelines: candidates of good moral character who possess the following attributes: successful educational training and experience, scholarship, and intellectual vigor; appreciation of children; and good physical health, emotional and mental maturity and stability. Screening procedures shall be used, as necessary, to determine the candidate's ability to perform the tasks for which the candidate is being considered. Recommendations may be sought from former employers and others to assist in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only. All information shall be kept confidential. Candidates shall be recruited and recommended in accordance with Board policy as well as state and federal law. The CEO shall make appointments on merit without regard to race, religion, color, national origin, sex, sexual orientation, marital status, or membership in an employee organization or any other legally-protected class. Exception to this policy of merit shall be made for the following:

Administrators;

- A) Persons employed by contract to perform special services for the Charter School where the CEO certifies that such services cannot be performed by current employees; and,
- B) Persons temporarily appointed or designated to make or conduct a special inquiry or study, or to perform a special service of a unique character which cannot or should not be performed by Charter School employees.
- C) Physical examinations by a licensed physician shall be required of all employees as follows:
 - 1) A tuberculin skin test shall be administered within three (3) months prior to the date the school receives the form.
 - 2) Charter School personnel who have a documented non-significant tuberculin skin test are not required to have further tuberculin tests unless they are exposed to a case of active tuberculosis or are directed otherwise by the Secretary of the Department of Health to have an additional test.
 - 3) Results of this examination shall be made known to the CEO on a confidential basis, discussed with the employee, and made part of the employee's record.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this _____ day of _____, 20__

President

Secretary