Spectrum Charter School

Board of Trustees Policy 304.2

EMPLOYMENT OF RELATIVES AND NON-NEPOTISM POLICY

The Spectrum Charter School ("Charter School") permits the employment of qualified relatives of employees so as long as such employment does not, per the discretion of the Board of Trustees and with the guidance of the Charter School administration, create actual or perceived conflicts of interest.

In accordance with the Pennsylvania Public Official and Employee Ethics Act, ("Act"), a Board Member, required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as public record in a written memorandum filed with the person responsible for recording the minutes of the meeting at which the vote is taken. Employment matters which could result in a conflict of interest include, but are not limited to: decision(s) to hire, to determine initial salary, salary increase/decrease/bonus, to discipline or to fire an individual who is or will be employed, whether by contract or at-will, by the Charter School as an administrator, staff person, independent contractor or other capacity, who is a relative of a Board Member.

For purposes of this policy in order to avoid any suggestion of impropriety, "relative" is defined more broadly than the Act's definition of an "immediate family member" and will include a spouse, domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The Charter School, per the discretion of the Board of Trustees and with the guidance of the administration, will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Board of Trustees' approval is required prior to hire.
- Individuals who are related by blood or marriage are permitted to work at the Charter School, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.

- No relatives are permitted to work in the same department or in any other positions in which the Charter School believes an inherent conflict of interest may exist.

- Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the Charter School a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

- In addition, the Charter School recognizes that at times, employees and their "close friends," "domestic partners," or "significant others" may be assigned to positions that create a coworker or supervisor-subordinate relationship. The Charter School will, per the Board of Trustees' discretion and with the guidance of the administration, exercise sound judgment with respect to the placement of employees in these situations in order to avoid the creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and decrease the likelihood of sexual harassment in the workplace.

This policy applies to all categories of employment at the Charter School including regular, temporary, and part-time classifications.

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 CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

Approved this day 15 of April, 2020

Reapproved this day 15th of September, 2026

President

Secretary