

Centre Learning Community Charter School

SECTION: LOCAL BOARD
PROCEDURES

TITLE: EMPLOYMENT OF
RELATIVES

ADOPTED: May 25, 2011

REVISED:

005. EMPLOYMENT OF RELATIVES

Centre Learning Community Charter School ("CLC") permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of CLC, create actual or perceived conflicts of interest. In accordance with the Pennsylvania Public Official and Employee Ethics Act, ("Act"), a Trustee, 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 CLC as an administrator, staffperson, independent contractor or other capacity, who is a relative of an employee (parent, spouse, child, brother or sister) to a Trustee.

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. CLC will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work at CLC, 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 CLC 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 CLC, 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, CLC 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. (Because of CLC's small size and rural location, this situation is more likely to arise at CLC than at larger institutions in urban areas.) CLC will, in its discretion, 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 full-time contracted employees. For part-time employees, the Supervisor of the "related" employee will be excluded from decisions concerning promotion, setting of wages or salaries, evaluation, or promotion of the other party to the relationship.

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