

Success for All Learners ~Today and Tomorrow

POLICY 4.40 EMPLOYMENT OF RELATIVES

The Board of Education believes that employees involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, are not to be placed in a direct reporting relationship to one another.

The Board further believes that employment shall be based on merit.

For purposes of this policy, a direct relative is defined as a spouse (including a common law spouse), parent, grand-parent, brother, sister, son or daughter. A person married (or common-law) to one of the above is considered a direct relative. Further, informal living arrangements, or custody situations that resemble the relationships described above, may be considered as those of a direct relative, for purposes of this policy.

Guidelines

1. A supervisor-subordinate relationship is considered to exist where one level of supervision does not intervene between the direct relatives.
2. No employee with hiring authority may employ their own direct relatives defined above.

No employee with hiring authority shall knowingly employ a person, as a favour, or as part of a staffing scenario, that involves collusion or reciprocation.

3. Employment of direct relatives is possible within the same department or school, provided that:
 - 3.1. a supervisor-subordinate relationship is not created; or
 - 3.2. the relative is not appointed, transferred or promoted where the supervisor is a direct relative; or
 - 3.3. a reporting relationship does not exist where one employee has influence, input or decision-making power over the other employee's performance evaluation, salary, benefits, special permissions, conditions of work and similar matters; or
 - 3.4. the working relationship would not afford an opportunity for collusion between the two employees that would have a detrimental effect on the employer's and employee's interests.

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- 3.5. no special consideration or privileges are granted with regard to vacation time, time-off or shift schedules.
4. Where the supervisor is a step in the grievance or discipline procedure affecting a direct relative, the supervisor shall be excluded from that case and the District shall designate an alternate for that purpose.
 5. Subject to the terms of collective agreements, the Superintendent or designate may direct and organize staff of the District to minimize a close working association of direct relatives.
 6. Employees are to disqualify themselves as participants in personnel processes and decisions when their objectivity may be compromised for any reason in accordance with these guidelines or that a benefit or perceived benefit could accrue to them.
 7. These guidelines may be waived provided that the Board is satisfied that sufficient safeguards are in place to ensure that the employer's and employees' interests are not compromised.