

Administrative Procedures Manual	Administrative Procedure 401
	Nepotism
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: June 2019, September 2019, August 2022
LEGAL REFERENCE:	Section 52, 53, 222 Education Act Freedom of Information and Protection of Privacy Act Human Rights, Citizenship and Multiculturalism Act Canadian Human Rights Act Canadian Multiculturalism Act Charter of Rights and Freedoms

Background

More than one (1) member of an immediate family may be employed full time, part time or casually with the Division.

Definition

Direct supervision is considered to be supervision that involves assignment of duties or related responsibilities.

Procedures

1. Relatives of employees may be hired provided there is no opportunity to exercise favouritism or there is no conflict of interest present for the person involved.
 - 1.1 An executive officer who is a relative of an applicant is to disqualify the employee from that hiring competition.
2. Employees are prohibited from being in direct supervision of their spouse in any capacity, or similarly from being in direct supervision of a relative except in Board approved circumstances.
3. When an employee marries another employee or is in a common-law relationship with another employee, and a potential, perceived or real conflict of interest or favouritism arises, an alternative place of work is to be sought for one (1) of the employees by the Principal or site supervisor. In such cases, the wishes of the employees are to be taken into account.