

# Employment of Relatives Policy

**Category:** Human Resources

**Approval:** PVP

**Responsibility:** Associate Vice-President, Human Resources

**Date:** December 2006, Last Revised January 2016

## Purpose/Reason for Policy:

The University does not prohibit the employment of more than one member of a family. Due to the potential for conflicts of interest, the appointment of an immediate relative of a current employee to the same department is discouraged and requires prior declaration to the appropriate Vice-President.

## Policy Statement:

Appointments should not occur in circumstances where one member of a family would exercise any form of supervision or direct influence over an immediate relative. For the purpose of this policy, an immediate relative is defined as spouse, common-law spouse, same sex partner, child, stepchild, sibling, parent, sister/brother-in-law, mother/father-in-law, grandparent and grandchild.

Examples of conflicts of interest related to the employment of relatives include:

- hiring decisions
- promotions
- renewal of contracts
- performance evaluation
- disciplinary procedures
- salary considerations
- respect for confidentiality

## Procedure

In the event that a situation involving a conflict of interest does occur, the Supervisor in the relationship will not be the sole decision-making authority. He/she will prepare a proposal for consideration of the Department Director where approval may or may not be granted. In cases where the Department Director is the Supervisor involved, these issues should be discussed with the appropriate Dean or Vice-President. In these circumstances, the Supervisor, the Department Director and/or the Vice-President or Dean are responsible for maintaining the fair and equitable application of policies and procedures.

## Contact Officer:

Associate Vice-President, Human Resources

## Date for Next Review:

January 2021

Related Policies, Procedures & Guidelines

- a) N/A

Policies Superseded by This Policy:

- a) N/A