

Nepotism / Employment of Close Relatives

Background

Foothills School Division is a major employer in communities across the Division. Every decision and action in the Division must be conducted with integrity and in a reasonable and ethical manner. Consequently, the Division expects each employee to act in an honest, impartial and transparent way.

Procedures

1. Employment of Relatives

- 1.1 More than one (1) member of an immediate family may be employed full time, part time or causally with the Division.
- 1.2 The assignment of two members of the same immediate family to the same work location is to be avoided.
- 1.3 Employees will not generally be assigned to a position where that employee's immediate supervisor is a close relative (spouse, parent, son, daughter, brother, sister, parent of spouse, grandparent, grandparent of spouse, brother-in-law, sister-in-law, daughter-in-law and son-in-law).
- 1.4 Where an immediate supervisor becomes a close relative after an employee is assigned, the employee shall be reassigned at the end of the school year unless an exemption is granted by the Superintendent or designate.
- 1.5 Where an exemption is granted under 1.4, it will only be granted under extenuating circumstances. Such exemptions shall have clear guidelines outlined so that employees are protected from allegation of conflict of interest.
- 1.6 For purposes of this administrative procedure, in any circumstance where an immediate supervisor is a close relative, clear guidelines assigning all supervisory responsibilities to another school leader, manager, or system leader will be made and communicated to staff at the school or site. Guidelines will include but may not be limited to employment matters including performance evaluations, assignment of duties, approval of requisitions, and employee or parental concerns.
- 1.7 On the question of recruitment, a panel selection member who is a spouse, common-law partner or relative of an applicant shall disqualify himself or herself from working on the particular competition.
- 1.8 Any employee who holds a supervisory role in the Division will refrain from any comment, inquiry or suggestion about the role of any close relative that may imply influence or bias in the hiring or supervisory process.

- 1.9 In cases where a conflict of interest or favouritism is obvious or deemed to be of concern, an alternative place of work in the Division will be sought through transfer and/or as initiated by one of the employees. In such cases generally the employee occupying the supervisory role will remain in his or her position.

Reference: Relevant Legislation and Regulations