

# NEPOTISM

## Background

The Division fosters an environment in which people are treated with respect and trust. Employment of family members may be problematic because such situations can create a conflict of interest, an appearance of favoritism, and increased potential for a hostile work environment. Because of these concerns, the Division is sensitive to circumstances in which relatives of employees might be hired, transferred, or promoted to positions where one relative might have influence over any of the following: a relative's employment, transfer, performance evaluation, salary administration, promotion, or other employment-related decisions.

## Procedures

1. Division office personnel, a Principal, department head, coordinator, or other person(s) in a position to recommend, hire, evaluate, transfer or determine placement of staff in a school, shall discuss the matter with the Superintendent or designate, and withdraw from the decision-making process if so directed by the Superintendent or designate.
2. If a relationship develops during the course of employment that would violate this procedure, the Superintendent or designate will work with the individuals involved to ensure the needs of students in the school or the needs of the department shall continue to be met in a professional manner.
3. If a relationship exists between staff members who work together in the same school or department, evaluation and recommendations concerning performance and/or salary will be accomplished at the next higher level of supervision.
4. Relationships covered by this procedure include the following:
  - 4.1 spouse / spousal equivalent
  - 4.2 parent
  - 4.3 grandparent
  - 4.4 brother / sister
  - 4.5 child
  - 4.6 grandchild
  - 4.7 uncle / aunt
  - 4.8 nephew / niece
  - 4.9 cousin
  - 4.10 relative by marriage (in-law)

Reference: Section 60, 61, 113, School Act  
Freedom of Information and Protection of Privacy Act  
Individual Rights Protection Act  
Canadian Human Rights Act  
Canadian Multiculturalism Act

Amended: December 2017