

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: EMPLOYMENT – HIRING AND EMPLOYMENT OF FAMILY MEMBERS	SECTION: HUMAN RESOURCES
EFFECTIVE DATE: December 16, 2004	POLICY NO.: KDSB-HR-II-07
APPROVED BY: Resolution No. 2004-96	REVISED:

1. POLICY STATEMENT

It is the policy of the Kenora District Services Board (the Board) that all employment-related matters, including hiring, promotion, performance and discipline shall be undertaken in an objective and impartial manner.

2. PURPOSE

The purpose of this policy is to ensure that employment-related decisions concerning existing or potential Board employees are free from any real or perceived improper influence based on familial relationships and to maintain public confidence in the integrity of the Board's hiring and employment practices. In particular, this policy is intended to:

- (1) prevent a conflict of interest, or the appearance of such a conflict, that may arise through the hiring or employment of family members; and
- (2) prevent the exercise of any improper influence based on familial relationships, or the appearance of such influence, in the Board's employment practices.

This policy applies to all employees (save and except Students), and elected officials of the Board.

3. POLICY OBJECTIVES

One of the Board's human resource objectives is to hire and promote the best candidate available for each vacancy (see KDSB Policy No.: KDSB-HR-II-01), while taking into consideration the legal requirements imposed by such things as the collective agreement.

Family relationships should not form the basis of an employment decision within the organization. As a consequence, the Board prohibits employment situations (except as noted) where family members would:

- (1) be directly supervised by, or directly subordinate to one another; or
- (2) be given preferential treatment in being recruited and/or selected for vacancies; or
- (3) be appointed to positions where job responsibilities would be incompatible (real or perceived conflict) with positions occupied by family members.

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4. DEFINITIONS

4.1 Direct Reporting Relationship – a relationship in which an employee or elected/appointed official has authority to:

- (1) approve or deny increments, overtime or negotiate salary level;
- (2) conduct performance appraisals;
- (3) administer discipline; or
- (4) direct work assignments

with respect to an employee.

4.2 Immediate Family Member/Relative

An immediate family member is defined as:

- (1) spouse, common-law spouse, same sex partner;
- (2) father, step-father, father-in-law;
- (3) mother, step-mother, mother-in-law;
- (4) daughter, step-daughter, daughter-in-law;
- (5) son, step-son, son-in-law;
- (6) legal dependent;
- (7) brother, step-brother, brother-in-law;
- (8) sister, step-sister, sister-in-law

A relative is defined as:

- (1) an immediate family member as defined above; and
- (2) grandchild;
- (3) grandparent;
- (4) aunt;
- (5) uncle;
- (6) niece;
- (7) nephew.

5. SELECTION PROCESS

An employee, elected representative or appointed representative of the Board will not participate in any part of the Selection Process nor make any offer of employment, where a relative is being considered for employment or an internal employment opportunity or job posting.

A member of any Recruitment or Selection Team will declare a familial relationship, as defined under the definition of Relative above, as soon as he/she becomes aware that a relative has applied for a position for which the Team is recruiting. All such relationships are to be brought to the attention of the Chief Administrative Officer or designate as soon as they are known to exist.

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In the event that a member of the Recruitment and Selection team is related to an applicant, he/she will exclude him/herself from the selection process and another individual may be appointed to the Recruitment and Selection Team to replace him/her.

Any familial relationships reported will not have a bearing on the hiring decision.

6. REPORTING RELATIONSHIP

An immediate family member or relative of an employee, elected representative or appointed representative of the Board will not be initially hired into a position in the organization that would result in a direct reporting relationship with that employee, elected representative or appointed representative of the Board.

All familial direct reporting relationships that exist at the time this policy is adopted by the Board of Directors, and those that come into being by means other than initial hiring into the organization will be allowed to continue.