

Employment of Relatives

Policy

The University does not discourage, nor prohibit the employment of more than one member of a family. However, 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 authority (usually the department head or director). This policy is in accordance with the **Conflict of Interest and Commitment** policy.

Procedure

Normally, such 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.

This policy should also be applied in circumstances involving familial or intimate personal relationships.

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

In the event that this situation does occur, the supervisor in the relationship will not be the sole decision-making authority. They will prepare a proposal for consideration of the department head/director where approval may or may not be granted.

In cases where the department head/director is involved, these issues should be discussed with the appropriate dean or vice-principal. In these circumstances, the department head and/or supervisor are responsible for maintaining the fair and equitable application of policies and procedures.