



CITY POLICY

SECTION: HUMAN RESOURCES

NO: HR – RE - 03

REFERENCE: RECRUITMENT / SELECTION

Date: July 27, 2020

**Next Review Date:
July 2022**

TITLE: NEPOTISM

1.0 OBJECTIVES

- 1.1 The purpose of this policy is to ensure that employment related decisions concerning existing or potential City employees are free from any real or perceived improper influence based on familial relationships and to maintain public confidence in the integrity of the City's hiring and employment practices. In particular, this policy is intended to:
 - 1.1.1 Prevent conflict of interest, or the appearance of such a conflict, that may arise through the hiring or employment of family members; and,
 - 1.1.2 Prevent the exercise of any improper influence based on familial relationships, or the appearance of such influence in the City's employment practices.
- 1.2 This policy applies to all employees and elected officials.
- 1.3 One of the City's human resource objectives is to hire the most suitably qualified or best candidate available (for permanent, seasonal, temporary or relief positions) for each vacant position and takes into consideration legal requirements and terms outlined in collective agreements. Consequently, the City prohibits employment situations where family members would:
 - 1.3.1 Be supervised by (meaning a direct reporting relationship) or subordinate to, one another; or,
 - 1.3.2 Be given preferential treatment in being recruited and/or selected for vacant positions; or,
 - 1.3.3 Be appointed to positions where job responsibilities would be incompatible with positions occupied by family members.

This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

1.0 OBJECTIVES (Cont'd)

- 1.4 All employment related matters related to hiring and/or employment shall be undertaken in an objective and impartial manner.

2.0 DEFINITIONS

- 2.1 **Direct Reporting Relationship**: is a relationship in which an employee or elected official has authority to:
- 2.1.1 Approve or deny increments, overtime or negotiate salary levels;
 - 2.1.2 Conduct performance appraisals;
 - 2.1.3 Administer discipline; or,
 - 2.1.4 Direct work assignments with respect to an employee.
- 2.2 For the purpose of this policy, **closely related** to an employee or to a member of Council shall be interpreted to mean:
- 2.2.1 Parents (including “step”);
 - 2.2.2 Spouse (including common law);
 - 2.2.3 Same sex partner (including common law);
 - 2.2.4 Children (including “step” and grandchildren, brothers and sisters); and,
 - 2.2.5 Father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law.

History			
Approval Date:	November 1, 2004	Approved by:	Council Resolution
Amendment Date:	July 27, 2020	Approved by:	CAO
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	