

Code G: PERSONNEL AND EMPLOYEE RELATIONS

POLICY TITLE AND CODE

NEPOTISM

GMA

STATEMENT OF POLICY

While recognizing the unique nature and mandate of our School Division, Greater Saskatoon Catholic Schools supports the ideal that every person has the right of equal opportunity in regards to employment, advancement and promotion.

RATIONALE

Family members of current staff applying for positions with Greater Saskatoon Catholic Schools shall neither be advantaged nor disadvantaged in the hiring process by virtue of family relationship.

GUIDELINES

1. Nepotism shall be defined as favoritism shown to relatives including immediate and extended family members in bestowing employment or conferring privileges including conflict of interest and pecuniary interest (monetary conflict of interest).
2. An immediate family member shall be defined as a spouse, parent, in-law, sibling, or child. A relative shall also include any individual residing in the employee's household at the time of hire.
3. An extended family member shall be defined as a grandparent, aunt, uncle, first cousin or brother/sister-in-law.
4. Although there will be no discrimination with respect to screening, recruitment, hiring or promotion of employees, no immediate family member shall be employed in a situation where an employee has a direct supervisory relationship over an immediate family member including the:
 - Assignment of duties
 - Approval of requisitions
 - Determination of salary or wage levels
 - Completion of evaluation or performance reports
 - Decisions about promotion, retention, transfer, or termination.

5. Immediate family members, barring program or collective agreement necessity, shall not be employed in the same work site.
6. No supervisor shall hire or be responsible for hiring a member of his/her own immediate or extended family member or a person about to become an immediate or extended family member.
7. All hiring decisions must be authorized and approved in advance by the Superintendent, Human Resource Services. Any exceptions to the guidelines listed in this policy require the approval of the Superintendent, Human Resource Services, or the Director of Education when the direct supervisor is an employee serving in the Human Resource Services Unit.

REFERENCE

Policies GKB, GHBA, GHB, GHA - Representative Work Force Strategy

DATE APPROVED

February 6, 2012