

 Policies and Procedures		Title and number	6560 Employment of Relatives		
		Replaces	B6005.2		
		Effective	2016-12-01	Next review :	2021-10-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2016-11-16		
President	Director, Human Resources	Recommended/Approved by Education Council	n/a		
		Approved by President	2016-11-30		

A. PURPOSE

The purpose of this policy to ensure that Selkirk College’s organizational and hiring processes are free of any real or perceived conflict of interest or nepotism within its hiring and supervisory practices.

B. SCOPE

This policy applies to employees and is also intended to inform the recruitment of new employees.

C. DEFINITIONS

1. Nepotism: Favoritism granted to relatives, usually in the form of hiring practices or employment opportunities.
2. Direct-Reporting Relationship: The relationship existing between an employee and her/his immediate supervisor.
3. Relative: A parent, spouse, partner, brother, sister, son, daughter, extended family member or person with a similar relationship(s) to an employee by blood, marriage, or adoption.
4. Conflict of Interest (as per Policy 6000: Standards of Employee Conduct and Conflict of Interest, Section D):

Allowing another interest, especially a pecuniary interest, to interfere with responsibilities owed to the College. This includes self-interest, any interests of a close friend, extended family member or business associate, corporation, partnership, or a person owed an obligation.

Further, a conflict of interest is deemed to exist whether the conflict is real or perceived.

D. GUIDELINES

Selkirk is an equal opportunity employer, and will strive to ensure that fair hiring practices are utilized at all times. As such, a relative of an employee shall not be hired, promoted or transferred into a direct-reporting relationship with that employee and shall not receive preferential treatment in being recruited, hired or promoted to other positions.

In accordance with human rights legislation, Selkirk College will not discriminate in its hiring practices on the basis that a person is a relative of a current employee. To this end, relatives of Selkirk College employees are eligible for employment with Selkirk College provided that:

1. The hiring process is open and equitable, and candidates are selected in accordance with Selkirk College's policies and hiring practices;
2. The candidate has all the requisite qualifications and/or possesses the skill and abilities to do the job.

3. Adjustments to the reporting structure will be considered to avoid a possible direct-reporting relationship or conflict of interest without creating any financial hardship to the College; and
4. If a conflict of interest arises:
 - a) The employees will notify their manager/supervisor or Human Resources.
 - b) The manager/supervisor and Dean or Director of the area will work together to assess the situation and determine whether there is a real or perceived conflict of interest. If there is a real or perceived conflict of interest, the Director of Human Resources will be informed.
 - c) The Dean or Director, in consultation with Human Resources and the manager/supervisor, will make reasonable efforts to investigate suitable options within Selkirk College for one of the employees.

Selkirk College employees will not directly or indirectly influence the selection and hiring process in which their relative is a candidate. Managers and supervisors will exclude themselves from any hiring process for which their relative is likely to be a candidate by passing the responsibility for that hiring process to their direct supervisor, or designate.

E. ADMINISTRATIVE REGULATIONS

1. The Director of Human Resources shall ensure that the policy and regulations have been followed.
2. The Director of Human Resources shall ensure that no relative of an applicant shall participate in the relevant selection or promotion process.
3. An appointment that is in question as it relates to this policy will be submitted to the President for review and will require prior approval of the President before the appointment is confirmed.
4. Employees working in a conflict of interest situation are expected to disclose this to their manager/supervisor or someone in Human Resources
5. If two employees are working in a conflict of interest and fail to notify their manager/supervisor or Human Resources, they may be subject to disciplinary action.
6. If a manager/supervisor has knowledge of a relationship between two employees where a conflict of interest exists, the manager/supervisor will notify the Dean or Director of the area or Director of Human Resources. If the manager/ supervisor fails to notify the College they may be in violation of Policy 6000 and may be subject to disciplinary action.

Other relevant policies:

6210 Job Sharing

6000 Standards of Employee Conduct and Conflict of Interest

9200 Acquisitions of Goods and Services

6450 Selection Committee

Key words:

Director of Human Resources, Relatives, Preferential Treatment, Nepotism