

CORPORATE POLICY AND PROCEDURE



POLICY No.

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EFFECTIVE DATE 04 /18/05
REVISION

Tab	Human Resources
Authority	Human Resources
Subject	Hiring and Employment of Relatives
Related Policies	
Approved by	Guelph City Council
Revision Date	

POLICY STATEMENT City hiring is on the basis of merit. The City's employment practices, including but not limited to the hiring, supervision, and remuneration of staff shall be undertaken in an objective and impartial manner. The relatives of employees and elected officials of the City may be considered for employment subject to the restrictions set out in this policy.

PURPOSE/SCOPE The purpose of this policy is to ensure that employment decisions concerning existing or potential City employees are free from any real or perceived improper influence based on family relationship and to maintain public confidence in the integrity of the City's hiring and employment practices.

In particular, this policy is intended to:

- Prevent a conflict of interest, or the appearance of such a conflict, that may arise through the hiring or employment of relatives; and
- Prevent the exercise of any improper influence based on family relationships, or the appearance of such influence, in the City's employment practices.

APPLICATION This policy applies to all employees and elected officials, and all applicants for employment (including full time, part time, summer, co-op).

POLICY DESCRIPTION

- 1. The Hiring of Relatives**

Relatives of existing City employees or elected officials may apply for and secure employment with the City provided that the following conditions are met:

 - 1.1 They have made application for employment or promotion in accordance with the City's established recruitment and selection policies and procedures.
 - 1.2 They possess the necessary qualifications.
 - 1.3 They are considered to be the most qualified and the most suitable candidate.

2. Restrictions in the Recruitment and Selection of Relatives

- 2.1 The City prohibits employment situations where relatives would:
- Be supervised by, or be subordinate to one another, or exert significant influence over the work or career of the other.
 - Be given preferential treatment in being recruited or selected for vacancies.
- 2.2 The determination of whether a relative is in a position to exert "significant influence" over the work or career of another relative is determined through consultation between the employees concerned, their Department Head(s) and the Director of Human Resources.
- 2.3 Relatives of City employees must make a written declaration of interest to their Department Head(s) and to the Director of Human Resources if they find themselves in a position in which one supervises the other, or where one is in a position to exert significant influence over the work or career of the other.
- 2.4 Relatives of elected officials must make a written declaration of interest to the City Administrator and to the Director of Human Resources if they find themselves in a position in which one supervises the other, or where one is in a position to exert significant influence over the work or career of the other.
- 2.5 The City will not consider an application for any position where the applicant is the spouse, child, son-in-law, daughter-in-law, parent or parent-in-law of the Mayor, City Administrator and Director of Human Resources.
- 2.6 The City will not consider an application for any position where the applicant is the spouse, child, son-in-law, daughter-in-law, parent or parent-in-law of City management staff and would be required to work in the same department as that management staff.
- 2.7 For an elected official, the City shall not employ any relative of that elected official in a position which is part of the elected official's office staff.

3. Employees Who Become Related While Employed by the City

- 3.1 Employees who become related while they are employed by the City must adhere to the same requirements. They cannot work in positions in which one supervises the other, or where one is in a position to exert significant influence over the work or career of the other.
- 3.2 Employees who become related while they are employed by the City must make a written declaration of interest to their Department Head(s), and to the Director of Human Resources if they find themselves in a position in which one supervises the other, or where one can exert significant influence over the work or career of the other.
- 3.3 In such situations as described above, the Department Head or designate and the Director of Human Resources or designate must discuss reassignment options with the employees involved.

The preference of the employees should be taken into account when considering the options. Possible solutions include:

- Offering one employee an alternate position in another section or division of the same department
- Placing one employee on a temporary assignment
- Transferring one employee to a comparable position in another department (i.e. lateral transfer)

If within six months the City is unable to accommodate the employee or the employee is unable to find alternative employment, the City shall terminate the employment of the employee with reasonable notice.

4. Hiring of Relatives for Summer or Part-time Employment

- 4.1 The City neither promotes nor prohibits the employment of children or other relatives of City employees or elected officials for summer or part time employment, but hires on the basis of merit.
- 4.2 If an applicant is applying to a department in which his/her relative is currently employed, he/she should identify this relationship to Human Resources prior to the time of hire to ensure that there would be no conflict in terms of supervisory responsibility.

DEFINITIONS

Relative: refers to spouse, common-law spouse, same-sex partner, child, step-child, daughter-in-law, son-in-law, parent, parent-in-law, step-parent, sibling, sister-in-law, brother-in-law, grandparent, grandson, grand-daughter, aunt, uncle, niece, nephew, cousins of an employee or elected official, and any person who lives with an employee or elected official on a permanent basis.

Applicant: refers to any person applying for or being considered for full time, part time, temporary, casual, student, or co-op employment. This includes both external applicants and current employees.

Elected Official: refers to any member of Guelph City Council. **Spouse:** is defined as the person to whom another person is married or with whom the person is living in a conjugal relationship outside marriage, including a same-sex partner.

Child: includes natural child, adopted child, step-child.

Parent: includes natural parent, adoptive parent, step-parent.

Management Staff: is defined as any employee with supervisory responsibilities.

Direct Supervision: includes having the authority to:

1. direct and control the work activities of another employee;
2. influence the type and nature of work assignments and/or working conditions of another employee;
3. complete, review or approve the performance reviews or wage/salary adjustment of another employee; or
4. issue disciplinary action in respect of another employee.