

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 2.11.ON
Section:	Employment	Issued:	Dec. 16, 2019
Subject:	EMPLOYMENT OF RELATIVES	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	NEW
Issued by:	Community Resource Centre	Dated:	

1 POLICY

- 1.01 Relatives of current employees may be employed only where:
- they will not be working directly for or supervising a relative;
 - they will not be working directly above the relative's immediate superior; or
 - they will not be working directly for the relative's immediate subordinate.
- 1.02 Employees shall not be transferred into a reporting relationship described in Paragraph 1.01. Exceptions to this Statement of Policy and Procedure will be made for situations which were in effect at the time of initial issuance of this policy.
- 1.03 In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment.
- 1.04 An employee who is related to a candidate for employment shall not be involved in any aspect of the recruiting process, so as to avoid any conflicts of interest or allegations of preferential treatment.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to minimize the potential for claims of partiality in treatment at work and to minimize the potential for personal conflicts from outside the work environment being carried into day-to-day working relationships.

3 SCOPE

- 3.01 This policy applies to all employees.

4 RESPONSIBILITY

- 4.01 It is the responsibility of employees and/or candidates for employment with **Community Resource Centre** to declare whether other employees are their relatives.

5 DEFINITIONS

- 5.01 “**Relative**” means any person who is a spouse, child, sibling, parent or grandparent of the employee or is related by marriage and includes in-laws, individuals who were previously married and are presently divorced, or whose relationship with the employee is similar to that of persons who are family members or related by marriage.

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

SPP HR 2.01.ON — Employment Principles.

7 PROCEDURE

- 7.01 Employees are requested to notify their managers of their relationship to other employees, or to candidates for employment.
- 7.02 In the event a reassignment becomes necessary as provided for in paragraph 1.03 of this policy, the parties affected by the reassignment will be asked to recommend which party is to be reassigned. The managers of the parties directly affected by the reassignment shall make the decision on reassignment having regard for the recommendation received from the parties, if any, department operating efficiency, the complexity of the job responsibilities of each party, the availability of qualified replacement personnel and the parties' tenure in their respective jobs.