

STATEMENT of POLICY and PROCEDURE			
Department:	Corporate Services	Policy No.	10
Section:	Human Resources	Issued:	
Subject:	EMPLOYMENT OF RELATIVES	Effective:	January 14, 2008
Council Resolution#:	Council Resolution No. 016 of January 14, 2008	Page:	1 of 4
		Replaces:	
Issued by:	Chris Cvik, Director of Corporate Services		
Approved by:	Chris Cvik, Director of Corporate Services	Dated:	

1 POLICY

- 1.01 The City of Prince Albert will not discriminate in its hiring practices on the basis that a person is a relative to a current employee. Relatives of City employees are eligible for employment with the City of Prince Albert provided that:
- a) they have made application for employment through the Human Resources Division;
 - b) the hiring process is open and equitable, and candidates have been considered in accordance with established employment policies and procedures;
 - c) City employees do not directly or indirectly influence the selection and hiring process in which their relative is a candidate;
 - d) Managers and supervisors exclude themselves from any hiring process where his or her relative is a candidate;
 - e) they possess the necessary qualifications and are considered to be the most suitable candidate;
- 1.02 In the interests of maintaining sound internal financial and management control practices and to ensure a high degree of integrity in all selection decisions, the employment of immediate relatives is prohibited in situations where:
- a) an immediate supervisory relationship would exist such that the supervisor has influence, input or decision-making power over an employees' performance evaluation, salary, premiums, special permissions and/or leaves, potential for promotion, reclassification, disciplinary matters, conditions and/or assignment of work, access to additional hours and/or overtime, or similar matters;
 - b) the working relationship affords an opportunity for collusion, defalcation or conflict of interest which could have a detrimental effect on the City of Prince Albert.
 - c) an Employee's objectivity regarding personnel decisions may be compromised or appear to be compromised because their relative is the subject of a decision.
- 1.03 Employees shall not be transferred into a reporting relationship described in Paragraph 1.02.
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1.04 Exceptions to this Statement of Policy and Procedure may be made by the City Manager under the following circumstances:

- a) on promotion or transfer when employee rights apply under a collective agreement conflict with this policy;
- b) upon marriage of two permanent employees when it is not possible or practical to transfer one to a different work unit;
- c) when probationary appointment of a person, a relative of whom is employed in the same work area but where the termination date of the relative is known and imminent;
- d) for situations which were in effect at the time of initial issuance of this policy.

1.05 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.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to recognize that:

- a) all qualified candidates should be provided with the opportunity to be considered for employment;
 - b) that family relationships should not unduly or unfairly restrict an individual's opportunities to pursue employment in civic government;
 - c) to prevent a conflict of interest or the appearance of a conflict of interest that may arise through the hiring or employment or relatives;
 - d) to prevent the misuse of authority and influence or the appearance of such misuse.
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3 SCOPE

3.01 This policy applies to all City employees.

4 RESPONSIBILITY

4.01 It is the responsibility of employees and/or candidates for employment with The City of Prince Albert to declare whether other employees are their relatives.

5 DEFINITIONS

5.01 “**Relative**” includes:

- spouse (including common-law and same sex partner), child, sibling, parent, grandparent, grandchild, aunt, uncle, niece nephew or cousin (including foster-) of the employee by blood, marriage or adoption;
- or who was previously married and are presently divorced;
- or whose relationship with the employee is similar to that of persons who are family members as determined by the City Manager to be subject to this policy.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Conflict of Interest Policy

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7 PROCEDURES

1. Employees are requested to notify their managers of their relationship to other employees, or to candidates for employment.
2. In the event a reassignment becomes necessary, 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.