

Administrative Procedure 404

NEPOTISM

Background

Nepotism is the practice of favouritism toward one's family members or friends in economic or employment terms.

While it is foreseeable that more than one (1) member of an immediate family may be employed full time, part time or casually with the Division, nepotism shall be avoided in the employment practices within Northern Gateway School Division.

Procedures

1. No employees, or potential employees, shall be shown favouritism by a member of their immediate family.
2. Employees shall refrain from situations that could foreseeably contribute to nepotism, including:
 - 2.1. No employee shall be in a direct supervisory position with a relative;
 - 2.2. No employee shall directly evaluate the work of a relative;
 - 2.3. No employee shall directly assign the duties of a relative;
 - 2.4. No employee shall set the salary of a relative;
 - 2.5. No employee shall make decisions about the promotion of a relative; and/or
 - 2.6. No employee shall determine the arrangements for the replacement of a relative.
3. While no individual, on the basis of marital status or of familial relationship alone, shall be denied employment in the Division, employment practices are to be carried out in such a way as to avoid nepotism, including:
 - 3.1. Employees are disqualified from participating in the decision process with respect to hiring, placing or promoting relatives.
 - 3.2. A relative of the applicant may not directly supervise a selection committee member; and

- 3.3. If a selection committee determines that the appointment of the candidate of its choice would result in a potential nepotism situation, the committee shall advise the Superintendent who shall then deal with the situation in accordance with this Administrative Procedure and applicable human rights legislation.
4. Employees who find themselves in a potential or actual conflict of this Administrative Procedure have a duty to notify their supervisor immediately upon becoming aware of a potential or actual conflict.

Reference: Education Act 196-221	
	Date Approved: April 1, 2021
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References shall be updated as required and do not require additional approval.