Administrative Procedure 402
Employment/Supervision of Family Members

The Limestone District School Board is committed to promoting honest and ethical conduct of staff, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships. In order to protect the Board and its employees from situations in which actual or apparent conflicts of interest might arise from the employment and supervision of family members within the Limestone District School Board, the following Procedure has been developed. The goal of this Procedure is to clearly identify circumstances where a Board employee may be involved in the hiring and/or supervision of an immediate family member as well as protect the Board and its employees from situations in which actual or apparent conflicts of interest might arise from the employment and/or supervision of family members or subordinates in which a personal romantic relationship has developed.

1. Employment with Members of the Same Family

1.1. The Limestone District School Board does not prohibit members of the same family to be employed by the Board, and within the same department/school.

1.2. It is acknowledged and understood that conflicts of interest may occur:

(a) At the time of hire;

(b) During the employment relationship; or

(c) Where family relationships have changed during an existing employment relationship.

1.3. In order to prevent conflicts of interest, employees must disclose to the Superintendent of Human Resources, or designate, any material transaction or relationship that reasonably could be expected to give rise to such conflict.

1.4. Generally, the direct supervision of one family member by another is not permitted unless otherwise authorized by the Superintendent of Human Resources or designate.

1.5. Where authorization is sought, the approval process will examine the requirements of the positions involved to ensure that systems of internal control or accountability would not be compromised, as well as resolve any actual or apparent conflicts of interest.

2. Participation in Employment Situations

2.1. There are a number of circumstances where participation in the deliberations or evaluation of employment matters regarding a member of the same family would not be appropriate. These include but are not limited to:

(a) Participation in the hiring process;

(b) Deliberations regarding promotion; or

(c) In the evaluation of a family member's job performance.

In situations such as this, the family member shall decline to participate in the evaluation process due to a conflict of interest.

2.2. Definition of Family

For the purpose of this Procedure "family" means a:

(a) parent

(b) spouse (including common law or same sex)

(c) brother

(d) sister

(e) child

(f) aunt

(g) uncle

(h) niece

(i) nephew

(j) cousin

(k) mother-in-law

(l) father-in-law

(m) brother-in-law

(n) sister-in-law

(o) son-in-law

(p) daughter-in-law

(q) grandparent or

(r) grandchild.

2.3. Supervisory - Subordinate Consensual Romantic Relationships

2.4. This procedure also applies to situations wherein a consensual romantic relationship develops between an immediate supervisor and a direct subordinate.

3. Procedure

3.1. If a potential conflict exists, the following process shall be followed:

3.2. The supervisor or staff member must report the potential conflict to the Superintendent of Human Resources or designate.

3.3. The Superintendent of Human Resources, or designate, will review the circumstances to determine if it is possible to accommodate the potential conflict through monitoring or whether one of the employees must be reassigned or transferred.

3.4. Where it is deemed that a disclosed conflict of interest may be accommodated through monitoring, the following shall apply:

a. A process will be developed to ensure the systematic monitoring of the potential conflict of interest throughout the period of affected employment;

b. The process by which monitoring occurs shall be consistent, fair, unbiased and documented in order to protect both the individual and the Board and will normally include events such as recruitment, offer of employment, performance evaluation, promotion, discipline and termination;

c. No special consideration or privileges may be granted to a direct relative or romantic partner in such matters as vacation, scheduling, workload or other similar events;

d. Where a supervisor is normally involved in the grievance or discipline process affecting a direct relative or romantic partner, the supervisor shall be excluded from direct involvement in the matter and the Board shall designate an alternative for that purpose;

e. The supervisor shall not participate in the performance evaluation of a family member or romantic partner, in which case, Human Resources will designate an alternate for that purpose.

3.5. If it is determined that it is not possible to accommodate the potential conflict, or the situation becomes untenable such that it adversely impacts the greater school community, including other staff and students, Human Resources will determine the feasibility of a transfer or reassignment of one of the employees, in consultation with the appropriate bargaining agent, where applicable.

3.6. Failure to comply fully with this Procedure could constitute grounds for disciplinary action against one or both of the involved employees.

4. Accountability

4.1. The Superintendent of Human Resources, or designate, is responsible for the communication, administration and interpretation of this Procedure.