

Policy No.:	Procedure:	Page 1 of 2
Date Approved:	<b>Hiring Policy for Relatives of Current Employees or Council Members</b>	

## **PREAMBLE**

Section 270(1) of the Municipal Act, 2001, states that Council shall adopt a policy regarding the hiring of its employees, including policies with respect to the hiring of relatives of members of Council and hiring of relatives of existing employees.

## **SCOPE**

This policy applies to all employees of the Township of Conmee and all members of Council.

## **DEFINITIONS**

“Relative” shall mean the employee/Council member’s spouse or same-sex partner, parent, step-parent or foster parent, a child, step-child or foster child, a grandparent, step-grandparent or foster grandparent, a brother, step-brother or foster brother, or a sister, a step-sister, a foster sister, or brother-in-law or sister-in-law. This policy also includes any other person who is dependent on the employee/Council member for care or assistance.

## **POLICY**

1. Relatives of current employees and Council members may be employed only where:
  - a. They will not be working directly for or supervising a relative
  - b. They will not be working directly above the relative’s immediate superior
  - c. They will not be working directly for the relative’s immediate subordinate.
2. Employees shall not be transferred into a reporting relationship as described above.
3. An employee or Council member who is related to a candidate for employment shall not be involved in any aspect of the recruiting process so as to avoid any conflict of interest or allegations of preferential treatment.

Policy No.:	Procedure:	Page 2 of 2
Date Approved:	<b>Hiring Policy for Relatives of Current Employees or Council Members</b>	

**RESPONSIBILITY**

It is the responsibility of employees and members of Council to declare whether other employees and/or candidates for employment are their relatives.

**EXCEPTIONS**

Exceptions to this Policy will be allowed for situations which existed at the time of the adoption of this Policy.

**POLICY REVIEW**

Council shall review this policy once every three years, or more often if situations are identified that should be addressed by this policy.