



**Hiring, Supervision and Placement of a Family Member**

**Board Received:** June 22, 2015

**Review Date:** September 2019

**Policy Statement:**

The Grand Erie District School Board is committed to a policy of employment and advancement based on qualifications, merit and principles of equity. As such, situations in which a family member is a direct supervisor, and participates in any board process which involves decisions about hiring, promotions or evaluations of another family member, may result in perceptions of nepotism or favoritism.

**Accountability:**

1. Frequency of Reports – As needed
2. Criteria for Success – Effective and transparent hiring, supervision and transfer/placement procedures

**Definition:**

For the purpose of this Policy, a family member shall be defined as a person’s spouse/partner, parents, brother and sister (including step-brother and step-sister), daughter-in-law, son-in-law, sister-in-law, brother-in-law and child.

**Procedures:**

1. An employee of the Board shall not participate in a decision to appoint or hire any family member.
2. A new hire, appointment, transfer, or promotion shall not be made if a candidate would be placed in direct supervision of, or supervised by, a family member.
3. Employees will avoid placing themselves in situations where their personal interests, actually or potentially, conflict with the interests of the Board, or may affect the real or perceived ability to exercise skill and good judgment.
4. This policy will not affect situations where an existing relationship pre-dates the approval of this policy (November 2011).
5. In limited circumstances, there may be situations where an exemption may be granted by the Director of Education, or designate.