

<b>Topic:</b>	<b>Employment and Placement of Relatives</b>
<b>Effective:</b>	<b>September 2010</b>
<b>Review Date:</b>	<b>January 2016, February 2019, February 2021</b>
<b>Cross-Reference:</b>	<b>Administrative Procedure – Code of Ethics HDSB Policy – Employment Equity</b>
<b>Revision Date:</b>	<b>February 2023</b>
<b>Responsibility:</b>	<b>Superintendent of Human Resources</b>

**INTENDED PURPOSE:**

The Halton District School Board is committed to a policy and practice of employment and advancement based on qualifications and merit. Under some circumstances, the employment and placement of close relatives in certain positions or work groups may create potential conflict, or the appearance of conflict, with this stated Board objective.

**PROCEDURES****Definition of a Close Relative**

A close relative, for the purpose of this policy, is defined as any one of the following who is related by blood, marriage, or legal relationship to an employee or to the employee's spouse:

- parent or child
- grandparent or grandchild
- brother or sister
- uncle or aunt
- nephew or niece
- spouse of any of the above
- unmarried couples living together

**Restriction on the Employment of Relatives:**

In the interest of and appearance of productivity, fairness, integrity and equitable treatment of employees, and the protection of Board resources, no individual shall be employed in a school or other Board location under the supervision or direction of a close relative, or in circumstances in which a close relative has or may have influence and/or affect the individual's progress, performance, welfare, work environment or workload.

Moreover, Board administrators and employees are not to initiate nor participate in Board decisions involving a benefit to a close relative, which includes, but is not limited to initial appointments, reappointments, promotions, evaluations, salary changes or granting leaves of absence.

If a Board employee enters into such restricted employment relationship, one of the employees involved must seek a transfer, or request a change to the reporting relationship or structure. These changes must be supported by the appropriate Superintendent, Principal, Manager or Supervisor and approved by the Superintendent of Human Resources. Such changes will avoid problematic work situations, restrict close relatives from making decisions influencing or affecting their close relatives and will restrict access to confidential personal information.

Should an employee in a restricted employment relationship fail to seek a transfer or be unsuccessful in facilitating a transfer or change in the reporting relationship or structure, the Superintendent of Human Resources will implement an administrative transfer.

**Appeal Process:**

In limited circumstances, such as specialized educational background and experience, the employment of two close relatives in a single work area may be desirable. In such limited circumstances the employee or both employees may seek an exemption from the Superintendent of Human Resources.