

POLICY: <u>HIRING , SUPERVISING AND EVALUATING RELATIVES</u>		822
SECTION: <u>800</u> :	<u>Personnel and Employee Matters</u>	Page 1 of 1
APPROVAL/REVISION DATE: <u>March 4, 2019</u>	EFFECTIVE DATE: <u>March 5, 2019</u>	REVIEW DATE: <u>March 4, 2024</u>
CROSS REFERENCE:		

A. POLICY

1. 1.1 The Thunder Bay Catholic District School Board is committed to the recruitment, selection and promotion of the best qualified candidate for positions which come available in the system to sustain the delivery of education towards Christian values and academic excellence.
- 1.2 The Thunder Bay Catholic District School Board will not discriminate in its hiring and promotion practices on the basis that the qualified applicant is related to a current employee.
- 1.3 The guidelines outlined below are intended to avoid creating or perpetuating circumstances in which the possibility of favouritism or conflict of interest may occur.

B. DEFINITIONS:

Relative: A relative is defined to include: father, mother, son, daughter, brother, sister, spouse, grandparent, nephew, niece; or an individual who has acquired such a relationship through marriage or common-law status.

Conflict of Interest: Where the impartial exercise of the duty of an individual acting for the organization is compromised by that person's self-interest and position, often undermining the public trust. A conflict of interest occurs when employees or trustees have direct reporting relationships to family members where personal relationships influence hiring, supervision and evaluation decisions.

B. GUIDELINES

2. 2.1 Trustees, Superintendents, Principals, Vice-principals, Managers, Supervisors or any other board personnel shall not participate in the recruitment and interview of relatives seeking employment with the Board.
- 2.2 Superintendents, Principals, Vice-Principals, Managers and Supervisors shall not have relatives under their supervision. This includes circumstances where the supervision is permanent, temporary and/or supply in nature subject to 2.4.
- 2.3 Superintendents, Principals, Vice-Principals, Managers, Supervisors shall not conduct and or participate in the evaluation of an employee who is a relative.
- 2.4 The Director of Education or designate, upon reviewing the circumstances, may permit an exception to be made to this policy, keeping in mind the needs of the system.