EMPLOYMENT AND PLACEMENT OF RELATIVES

Legal References:

Education Act

Related References:

Administrative Procedure 4360 – Principles of Business Conduct for Board Employees.
Administrative Procedure 3760 – Progressive Discipline
Ontario College of Teachers Standards of Practice and Ethical Standards

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1. The Waterloo Region District School Board (WRDSB) is committed to a policy of fair and equitable employment and advancement, based on the promotion of diversity, qualifications and merit. Under some circumstances, the employment and placement of a “relative” may create a real or perceived conflict with these stated objectives.

2. Definitions

2.1 Employee refers to all persons who are currently engaged in active employment with the WRDSB regardless of employment status (e.g., full-time, part-time, regular, term, contract).

2.2 “Relative”, for the purpose of this policy, includes but is not limited to: current or former spouses or domestic partners (including at common law); fiancés; children or step-children; siblings or step siblings; parent or step-parents; grandparents or step-grandparents; and uncles/aunts, and nephews/nieces.

3. Policy

3.1 Employees of the WRDSB occupy positions of great trust and confidence. They are expected to discharge their duties and responsibilities professionally, efficiently, and impartially.

3.2 Employees shall support and advance the interests of the WRDSB and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the WRDSB or may affect their ability to exercise skill and good judgment on behalf of the WRDSB in the performance of their duties.

3.3 In the interest of and appearance of productivity, equitable treatment of employees, and the protection of WRDSB resources, no individual shall be employed in a school or other WRDSB location under the supervision or direction of a relative. Further, no close relative shall have influence and/or effect regarding an individual’s progress, performance, welfare, work environment or workload.

3.4 Employees of the WRDSB are not to initiate nor participate in WRDSB decisions involving a relative, which includes, but is not limited to initial appointments, reappointments, promotions, evaluations, salary changes or granting leaves of absences.
3.5 In the event that an employee of the WRDSB enters into such restricted employment relationship, one of the employees should seek a transfer, or request a change to the reporting relationship structure. These changes will be supported by the appropriate Superintendent, Principal, Manager/Supervisor, and approved by the Coordinating Superintendent, Human Resource Services.

3.6 Where an employee of the WRDSB is in a restricted employment relationship and fails to seek a transfer, or is unsuccessful in facilitating a transfer or change in the reporting relationship structure, the Coordinating Superintendent, of Human Resource Services, or designate may implement an administrative transfer.

3.7 This policy does not preclude the hiring or employment of staff who are members of another employee’s immediate or extended family.

4. **Appeal Process**

4.1 In limited circumstances, such as specialized educational background and experience, the employment of two relatives in a single work location may be desirable, despite one being under the supervision or direction of the other. In such limited circumstances the employee, or both employees, may seek an exemption from the Coordinating Superintendent, Human Resource Services.