



EMPLOYMENT AND PLACEMENT OF RELATIVES

Legal References:	<i>Human Rights Code, R.S.O. 1990, c. H. 19 s.24.</i>
Related References:	<i>Administrative Procedure 4360 – Principles of Business Conduct for Board Employees.</i>
Effective Date:	December 13, 2010
Revisions:	
Reviewed:	September 26, 2011

1. Preamble

- 1.1 The Waterloo Region District School Board (“WRDSB” or “the Board”) is committed to a policy of employment and advancement based on qualifications and merit. Under some circumstances, the employment and placement of a “close relative” may create potential conflict with, or the appearance of conflict with this stated Board objective.

2. Definitions

- 2.1 **Employee** refers to all persons who are currently engaged in active employment with the Board regardless of employment status (e.g., full-time, part-time, regular, term, contract).
- 2.2 **Close Relative**, for the purposes of this policy, shall be defined as anyone of the following who is related by blood, marriage, or legal relationship to an employee: spouse; parent or child; grandparent or grandchild; brother or sister; uncle or aunt; nephew or niece; spouse of any of the aforementioned; or unmarried couples living together.

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 Board and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the Board or may affect their ability to exercise skill and good judgment on behalf of the Board in the performance of their duties.
- 3.3 In the interest of and appearance of productivity, 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. 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 Board are not to initiate nor participate in Board decisions involving a close 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 Board 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 Executive Superintendent of Human Resource Services and Organizational Development, or designate.
- 3.6 Where an employee of the Board 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 Executive Superintendent of Human Resource Services and Organizational Development, 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 close family members 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 Executive Superintendent of Human Resource Services and Organizational Development, or designate.



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Legal References:	<i>Human Rights Code, R.S.O. 1990, c. H. 19 s.24.</i>
Related References:	<i>Administrative Procedure 4360 – Principles of Business Conduct for Board Employees.</i> Administrative Procedure 3370 – Conducting Interviews
Effective Date:	December 13, 2010
Revisions:	March 23, 2015
Reviewed:	

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- 3.5 In the event that an employee of the Board enters into such **an** employment relationship **with a close relative**, 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 Executive Superintendent of Human Resource Services and Organizational Development, or designate.
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