

1. The purpose of this administrative procedure is to minimize the potential for claims of partiality in treatment at work and to minimize the potential for personal conflicts from outside the work environment being carried into day-to-day working relationships.
2. An employee who is related to a candidate for employment shall not be involved in any aspect of the recruiting process so as to avoid any conflict of interest or allegations of preferential treatment.
3. Definitions:
“Relative” means any person who is a spouse, child, sibling, parent or grandparent of the employee or is related by marriage and includes in-laws, individuals who were previously married and are presently divorced, common-law, or whose relationship with the employee is similar to that of persons who are family members or related by marriage.
4. Employees need to notify their managers of their relationship to other employees, or to candidates seeking employment.
5. Relatives of current employees may be employed only where:
 - they will not be working directly for or supervising a relative;
 - they will not affect financial or management decision-making of the division by working together (e.g. where one relative is obligated to audit the expenses of the other relative);
 - a relative does not have significant control or input into personnel issues.
6. Employees shall not be transferred into a working relationship as described above. Exceptions will be made for situations which were in effect at the time of initial issuance of this administrative procedure. In the event a reassignment becomes necessary as provided for in this administrative procedure, the parties affected by the reassignment will be asked to recommend which party is to be reassigned. The managers of the parties directly affected by the reassignment shall make the decision on reassignment having regard for the recommendation received from the parties, if any, department operating efficiency, the complexity of the job responsibilities of each party, the availability of qualified replacement personnel and the parties’ tenure in their respective jobs.
7. Short-term replacement or temporary employment of less than twenty consecutive days from an approved substitute employee list will not be considered to create a conflict of interest according to this administrative procedure.