

TITLE: NEPOTISM POLICY
APPROVED: January 1996 REVIEWED: February 25, 1999 February 2002 April 16, 2003 March 14, 2006 November 26, 2009
NEXT REVIEW: 2011-2012
RESPONSIBILITY: Executive Director, Human Resources
APPENDICES:
CROSS-REFERENCE:

POLICY STATEMENT:

Grande Prairie Regional College believes that decisions concerning the hiring, competition, transferring, promotion, and business contracts of employees should be based on considerations of individual merit. Favoritism and/or perceived favoritism based on family relationships between employees derogates from the merit principle of employment and the risk of occurrence of such favoritism can be avoided by the establishment of general restrictions against the creation of situations where favoritism could exist.

PURPOSE:

It is the purpose of this policy to establish guidelines relating to the hiring and placement of relatives of employees of Grande Prairie Regional College and to ensure that any relationship that could be perceived as being inappropriate in a hiring or decision-making situation is dealt with accordingly.

SCOPE:

This policy applies to all employees and contractors of the College. In all cases, the College will exercise judgement dependent upon the situation.

DEFINITIONS:

For the purposes of this policy, department or work unit means a definable group of staff members having a common reporting relationship to a single leader or leadership team.

For the purposes of this policy, relative means an individual's spouse (including common-law or same-sex spouse), child, sibling, parent, spouse's parent, niece, nephew, aunt, uncle, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-child, step-sister, step-brother or step-parent and includes any other member of an individual's family who resides in the same household as the individual.

For the purpose of this policy, supervisory relationship includes direct supervision, where one individual is the immediate supervisor of another.

PROCEDURE/GUIDELINES:

1. An employee of the College shall not participate directly or indirectly in a decision to appoint or hire a prospective employee or contractor who is a relative of the employee of the College.
2. A relative of an employee of the College or contractor, is not eligible for hire, transfer or promotion into a department or work unit in which that employee is currently employed where:
 - 2.1. a supervisory relationship would be created between the employee and the relative as a result, or
 - 2.2. an actual conflict of interest or the appearance of a conflict of interest may be created as a result.
3. Where no supervisory relationship is created, but a relative of an employee is to be hired into the same department or work unit, the employee must report this relationship to their Supervisor. The Supervisor will discuss the circumstances with the Division Head, prior to the final determination to recommend an offer of employment.

In exceptional circumstances, a supervisory relationship between relatives may be necessitated by unique qualifications or responsibilities. The decision to appoint will be made by the Divisional Vice President, in consultation with the Executive Director, Human Resources. In such cases, job performance and salary determinations shall be handled by the appropriate Department Head or designate as determined by the Divisional Vice President, in consultation with the Executive Director, Human Resources.