



REGI BOF

POLICY ON EMPLOYMENT AND ASSIGNMENT OF RELATIVES

Cde P by 6.

Dir Cn b F July 30, 2023

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Opn 6 6 6

Hj Adp 2013 -05-#01
Adp 2023-01-#01



ICSC

INTRODUCTION

POLICY

APPLICATION OF

ADDENDUM A - DEFINITIONS

The addenda are for reference and administrative purposes; they are subject to updates and modifications without consultation.

In this document, the use of gender-neutral plural or collective form has been used whenever possible in the context.



POLICY

1. Hiring

- 1.1 For all posted positions, new applicants must submit their application to the Human Resources individual designated as responsible for the relevant union group or association. All non-posted positions must be processed through the Human Resources individual responsible for the designated union group or association.
- 1.2 In schools and centres, an individual in a close personal relationship with another employee can be hired to work in any school/centre except where the relative is in a *direct supervisory position*⁴ or is an administrator in that school/centre.
- 1.3 At the Head Office, an individual in a close personal relationship with another employee can be hired to work in any department except where the relative is in a direct supervisory position or is an administrator in that department.

2. Transfer

- 2.1 An employee in a close personal relationship with another employee can be transferred to any school/centre except where one or the other would be in a direct supervisory position or is an administrator of the school/centre.
- 2.2 At the Head Office, an individual in a close personal relationship can be transferred to work in any department except where a relative is in a direct supervisory position or is an administrator of that department.
- 2.3 Is exempt any situation grand-fathered since the implementation of this policy in 2013 that involves two employees who have a close personal relationship, where one employee is the direct supervisor of the other employee. This exemption is only valid for the period of time that the two employees remain in the exact same positions they were occupying when this policy became effective.



3. Promotion

3.1 An employee in a close personal relationship with another employee can be promoted to a position in any school/centre except where one of the two would be placed in a direct supervisory position to the other or is an administrator of that school/centre.

3.2 An employee in a close personal relationship with another employee at the Head Office can be promoted to any position except where one of the two would be placed in a direct supervisory position to the other or is an administrator of that department.

4. Participation in Board Decisions

4.1 Employees are not to initiate, participate in, nor influence Board decisions involving a relative that includes, but are not limited to, initial appointments, reappointments, promotions, work assignments, etc.



