Nepotism Policy

Policy No.: CS-HR-13	**Council Resolution No.:** 146/2019
Department: Corporate Services	**Authority:** Council
Effective Date: April 2019	**Revision Date:**
Review Date: April 2022	**Repealed Date:**
Supersedes: Employee/Staffing Policy No. 40S-81113 (Amendment)	
Related Procedure No.: N/A	
Related Procedure Name: N/A	

Purpose

The Town of Taber is an equal opportunity employer, and will strive to ensure that fair hiring practices are utilized at all times. To ensure that our organization and hiring processes are free of any conflict of interest, that may arise through the hiring or employment of friends and relatives (Nepotism) and prevent the misuse of authority and influence or the appearance of such misuse, we have adopted this policy to ensure that nepotism does not occur at the Town of Taber.

Policy Statement

1) In accordance with the Human Rights Code, the Town of Taber will not discriminate in its hiring practices on the basis that a person is a relative to a current employee. To this end, relatives of Town of Taber employees are eligible for employment with the Town of Taber provided that;
    a) they have applied and been considered through the usual selection and evaluation process;
    b) possess the necessary qualifications or skills that are fundamental to the fulfillment of the job responsibilities; and
    c) are considered to be the best applicant in the opinion of the respective departmental management.

2) Definition of Immediate Relatives
    a) the wife, husband, mother, father, brother, sister, son or daughter or the employee or elected official by blood, marriage or adoption;
    b) any father-in-law/mother-in-law who may be a member of the employee's household; and

c) common law husband/common law wife couple who has cohabitated for at least one (1) year and he/she is publicly known as spouse constitutes a common law relationship.

3) Restrictions
Employment of immediate relatives is only restricted in as much as they cannot be employed in;
   a) a supervisor/subordinate relationship or any relationship that may deal with performance or evaluation of an immediate relative;
   b) the same department; and
   c) positions that has approval authority in relation to monetary responsibilities (e.g. overtime approval, approving of expenses, etc.),
   d) if a real or perceived conflict of interest arises due to marriage/cohabitation, or if two or more related employees work in a situation where there is a real or perceived conflict of interest the employees will notify their manager or Human Resources who will work together to assess the situation to determine if a conflict of interest exists.

In cases of conflict of opinion as to the intent of these conditions the final interpretation shall rest with the Chief Administrative Officer.

Additional References

- Employee Code of Conduct Policy

MAYOR — DATE: Apr 3, 2019

CHIEF ADMINISTRATIVE OFFICER — DATE: April 3, 2019.