



TITLE: **HIRING RELATIVES**
(Relates to EL-2: Treatment of Staff)

EFFECTIVE DATE: February 1, 2001

PRACTICE:

The College has documented expectations regarding hiring relatives of existing employees.

PROCEDURE:

1. The College may hire relatives* of employees, or members of the Board, and may transfer its employees provided that relatives do not work in a supervisory relationship with another relative.

* Relative - is defined as follows: spouse, common-law partner, parent, child or variation on such relationships as determined by the College to be subject to this policy.
2. Should employees marry or become members of the same household resulting in one employee being in a supervisory relationship over the other, the College will attempt to find a suitable position within the organization to which one of the affected employees may transfer.

ACCOUNTABILITY: Vice President of Human Resources

RESPONSIBILITY: Managers/Supervisors

Consultation for Review: Managers/Supervisors

Practice Review Date: Annually

Associated Standard Practice: