



**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

TITLE	EFFECTIVE DATE	REVISION DATE	NO. OF PAGES
No. 802 HIRING/SUPERVISING OF IMMEDIATE FAMILY	April 17, 2007	April 14, 2015	1 of 2

It is the policy of the Tri-County Regional Centre for Education to ensure to the extent possible that the hiring and supervision of staff be free from bias and the perception of bias.

Procedures under Policy No. 802

It is the intent of this procedure to remove the opportunity and perception that nepotism exists in the system. More specifically, the Tri-County Regional Centre for Education believes that it is inappropriate for an individual in a supervisory capacity to evaluate the performance of an immediate family member. Furthermore, the Tri-County Regional Centre for Education believes that when hiring staff it is inappropriate for an individual in a supervisory capacity to recommend the firing of an immediate family member(s) that he/she is responsible to evaluate.

Definitions

1. Immediate Family Members: This includes spouse, fiancé(e), parent, child, step-child, step-parent, current mother-in-law, current father-in-law, current son-in-law, current daughter-in-law, brother, sister, grandparent, grandchild, nephew, niece, former guardian, ward and same sex partner.
2. Supervisory Capacity: An individual with this role is expected to conduct performance evaluation, assign duties, and make recommendations regarding hiring, promotion, retention, transfer or termination of Tri-County Regional Centre for Education staff.

Hiring of Staff

The following procedures shall be followed for vacant positions, term positions, internal transfers, job shares, or long-term substitute positions:

Procedures under Policy No. 802 Con't

1. Where an immediate family member of individuals in a supervisory capacity has applied for a staff position, the short listing/interview team shall be designated by the Director of Human Resources.
2. If the immediate family member is not short listed for an interview, the membership of the interview team will revert to that as outlined in the appropriate policy.

Immediate Family Members Currently On Staff

1. An individual in a supervisory capacity shall not be involved in the performance evaluation of an immediate family member. In such cases the Director of Human Resources shall designate an individual to conduct such performance evaluation.