



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P40
SECTION: PERSONNEL POLICY	POLICY TITLE: NEPOTISM

## 1. DEFINITION

- 1.1. *Nepotism* means favoring a relative/family member or individual with a social relationship. Nepotism can arise in business transaction or during the recruitment, hiring and management of employees.
- 1.2. *Relative/Family Member* shall be defined as the spouse of a councillor or full-time staff member or any son, daughter, father, mother, brother or sister of a councillor or staff member, or the councillors, or member spouse, spouse of such persons, and any other person who normally resides in the same home as the councillor or staff member.
- 1.3. *Social Relationship* means a connection or interaction that exist between people who have recurring interaction that are perceived by the participants to have personal meaning.
- 1.4. *Permanent, full-time employee* means an employee who provides full time service (minimum 35 hours of work) and is compensated at full pay and benefits for the assigned position. (Article P5A – Employee Definition)
- 1.5. *Permanent, part-time employee* means an employee who provides less than the typical 35 hours of work but more than 20 hours of work each week to be compensated and receive benefits in proportion to the amount of services and benefits allowed. (Article P5A – Employee Definition)

## 2. POLICY STATEMENT

- 2.1. The Municipality of the District of Argyle strives to avoid situations that could result in favouritism, conflict, or management disruptions. The Municipality may permit the continuation of existing personal relationships with current employees or hire individuals who have personal relationships with current employees under the following circumstances:
  - 2.1.1. Relationships between relatives may not be supervisor-subordinate;
  - 2.1.2. Employees are prohibited from supervising or evaluating family members;
  - 2.1.3. Their relationship will not have a detrimental effect on their productivity or performance at work;
  - 2.1.4. Their relationship may not create a conflict of interest, either real or perceived;
  - 2.1.5. They are not permitted to audit or review their relative's work in any way.



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- 2.2. Individuals may not be employed if they are related to an employee serving on any Committee solely empowered to review or order personnel actions or wage and salary adjustments.
- 2.3. This policy shall apply to all positions whether they are of a full-time, part-time, seasonal, or a casual nature.
- 2.4. Regardless of the positions involved, any personal employee relationship that disrupts or threatens to disrupt the workplace, that creates an actual or perceived conflict of interest, or is prohibited by any legal or regulatory mandate will not be permitted to continue.
- 2.5. When hiring, promoting, or transferring an employee, this policy will be considered. All recruitments and promoting decision will based solely on merit and objective criteria.
- 2.6. Should any of the relationships described in this policy are discovered to be inappropriate with either prospective employees or current employees, the matter should be immediately reported to the Chief Administrative Officer or Human Resource Personnel, and the following procedures will be followed:
  - 2.6.1. On the basis of the conditions described above, it will be determined whether the relationship is subject to the Municipality's nepotism policy.
  - 2.6.2. If the relationship is determined to meet one or more of the conditions outlined in this policy, the Chief Administrative Officer, in consultation with affected employees and Human Resource Personnel, will attempt to resolve the conflict or issue identified.
- 2.7. If the issue cannot be resolved, the Chief Administrative Officer, in consultation with the Human Resource Personnel, may determine which employees must resign to resolve the situation.
- 2.8. The Municipality reserves the right to exercise appropriate managerial judgement in order to take any actions necessary to carry out this policy's intent.
- 2.9. The Municipality reserves the right to deviate from the guidelines outlined in this policy in exceptional circumstances.
- 2.10. Each employee is responsible for reporting to the Municipality's Chief Administrative Officer any potential or existing personal relationship that meets the policy's definitions.
- 2.11. Employees who fail to disclose covered personal relationships will face disciplinary action up to and including termination of employment.



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2.12. Relatives of the Chief Administrative Officer may not be considered for permanent part time or permanent full-time positions.

2.13. This policy applies to all employee hires after January 1, 2024.

Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	January 18, 2024
Date of Passage of Current Policy	
I certify that this policy was adopted by Council as indicated above.	
_____ Warden	_____ Date
_____ Chief Administrative Officer	_____ Date