

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 403
SECTION:	RELATIONS		
PROCEDURE:	EMPLOYMENT OF RELATIVES		

BACKGROUND

While the Division recognizes that current and potential staff members cannot be discriminated against on the basis of marital status or family status, the Division believes that its employment practices must demonstrate freedom from any conflict of interest, real or potential, that may result from marital status or family status.

Family relatives of trustees or employees of the Division may be employed on the basis of merit providing family relatives are not involved in hiring or supervising the respective positions.

Definition

Family status means the status of being related to another person by blood, marriage or adoption.

Marital status means the status of being married, single, widowed, separated or divorced.

PROCEDURES

1. Employees shall not directly supervise, or be directly supervised by, another person to whom they are related because of family or marital status.
2. Employees having a family or marital relationship shall be permitted to work in the same school or office if one employee is not the direct supervisor of the other. In the rare circumstance where it is not possible to fill a position with someone other than a person who has a family or marital relationship with the direct supervisor, the Director may appoint that person to the position.
3. Employees shall declare any conflict of interest with regard to employment practices.
4. Supervision, for the purposes of this administrative procedure, includes any of:
 - 4.1 Assignment of duties;
 - 4.2 Approval of requisitions;
 - 4.3 Determination of salary/wage level;
 - 4.4 Completion of evaluation of performance reports; or
 - 4.5 Decision on promotion/retention/transfer.

Reference: Sections 85, 87, 108, 109, 174, 175 Education Act

Date Issued: November 21, 2007