

Policy : Employment of Relatives	Section: 1 - 7	Issued: Sept. 20, 1999 Procedure Revised: Dec. 6, 2004
---	-----------------------	---

PURPOSE

To define policy as it relates to the employment of relatives.

PROCEDURE

- 1.0** The following categories of employees are included under this policy: full-time, part-time, contract, casual, summer students, co-op students and grant (i.e. JCP's) employees.
- 1.1 Should a Board Member or Council Member wish to apply for a position with Chatham-Kent they would have to resign from their Board/Council should they be the successful candidate.
- 1.2 A relative of an employee may be hired provided that an application has been processed in the normal manner and the candidate to be engaged is, in the opinion of the interviewers, none of whom shall be a relative of the candidate, the best qualified for the position.
- 1.3 It is the responsibility of employees, members of Council or members of local Boards and Commissions to declare whether other municipal employees are their relatives where such would contravene this policy.
- 1.4 An employee cannot be hired to a position that would result in a direct reporting relationship between relatives unless written approval is received from the CAO. In instances where a conflict or the potential for a conflict arises, even where no supervisory relationship exists, the parties may be separated by reassignment.
- 1.5 Subsequent to employment, should a relationship develop that contravenes the policy, assistance in re-assignment of duties for one or both parties may be provided by the Corporation, but ultimately it is the responsibility of each employee to ensure they are complying with the conditions of this policy.
- 2.0** Family members for this policy are defined as:
 - Spouse
 - Child (and Step)
 - Mother/Father (Step and In-Law)
 - Brother/Sister (Step and In-Law)
 - Grandparent