



402.1AP Nepotism Avoidance

APPROVED: 2024.01.24 (1997.02.19)

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REVIEWED: 2024.01.16 (2006.04.05)

LEGAL REFERENCE:

- Section 7, Human Rights, Citizenship & Multicultural

CROSS REFERENCE:

- [400.1AP Staff Code of Conduct](#)
 - [400.2AP Conflict of Interest and Fraud Prevention](#)
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PROCEDURES:

1. While no individual, on the basis of marital status or familial relationship alone, will be denied employment with the Division, employment practices should be conducted to avoid conflicts of interest.
2. No employee shall be in direct supervision of his or her spouse, common-law partner or other relative.
3. Exemptions may be granted under extenuating circumstances. Such exemptions shall have clear guidelines outlined so that employees are protected from an allegation of conflict of interest, and shall be approved by the Board.
4. For purposes of this admin procedure, direct supervision shall include those jobs that by their definition require the following:
 - 4.1 performance evaluations;
 - 4.2 assignment of duties;
 - 4.3 approval of requisitions;
 - 4.4 determination of salary or wages; and
 - 4.5 decisions about promotion/retention/transfer/termination.
5. On the question of recruitment, a panel selection member who is a spouse, common-law partner or relative of an applicant shall disqualify himself or herself from working on the particular competition.
6. In cases where a conflict of interest or favoritism situation is obvious, an alternative place of work within

the Division should be sought for one of the employees. In such cases the wishes of the employees should be taken into account as to who shall be placed in other employment, but normally, the employee occupying the supervisory position will remain in his or her position.

7. When implementing this admin procedure, consideration will be given to the unique circumstances of the employee, the school and the community.