

# ADMINISTRATIVE PROCEDURE



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**Human Resources**  
**Nepotism**  
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## 1. Purpose

To clearly define Catholic District School Board of Eastern Ontario's policy regarding the hiring and supervision of close relatives working for the Board in the same or different departments or schools.

## 2. Procedure

- i. The Catholic District School Board of Eastern Ontario permits the employment of qualified relatives of employees or former employees as long as such employment does not, in the opinion of the Board, create actual conflicts of interest.
- ii. Immediate family is defined as parents, stepparents, spouse, children or stepchildren.
- iii. The Catholic District School Board of Eastern Ontario will not discriminate in its hiring and promotion practices on the basis that the qualified applicant is an immediate family member of a current or former employee. Given an applicant's relationship to current or former employees, the following issues must be considered prior to selecting a candidate who is related to an employee:
  - a) The candidate(s) must not be hired to a permanent position which is in a direct supervisory reporting relationship to an immediate family member. (No employee shall supervise an immediate family member's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment); *and*
  - b) Staff who are an immediate family member of the candidate(s) must disclose such information to the Superintendent of Human Resources.
- iv. This procedure will be effective as of September 1, 2009, and is not retroactive (i.e., employees already working with an immediate family member will not be required to transfer once this procedure comes into effect).