

## NEPOTISM POLICY

Subject: Conduct & Ethics Ref: Administration Code: 18

Date Approved: November 08, 2011 Motion No: 499/08/11/11 Replaces: 706/17/10/06

The County of Northern Lights believes in regulating employment to avoid potential favoritism or conflict of interest that may occur between employees who are or may become related to one another; and/or between any councillors and employees.

The County of Northern Lights promotes equal opportunity and fairness for all employees. This nepotism or conflict of interest policy is designed to regulate situations that may result in nepotism or conflict of interest for employees.

Signed:   
Chief Elected Official

Signed:   
Chief Administrative Officer

## Procedure:

1. The spouse or any other relative of an employee may work in the **County** system, provided that there is not an opportunity to exercise favoritism or there is no conflict of interest present for the employees involved.
2. Spouses or family member of County employees who are considered in supervisory positions, may work in the system in areas over which the supervising employee bears no influence, responsibility, authority, or accountability.
3. An employee is prohibited from being in direct supervision of his or her spouse or other relative. For purposes of this regulation, direct supervision shall include those jobs that by their definition require the following:
  - performance evaluations
  - assignment of duties
  - approving time sheets or leave of absence
  - approval of requisitions
  - determination of salary or wages
  - decisions about promotion/ retention/ transfer/ termination
4. When an individual who is involved in the selection process is a relative of an applicant, he/she is automatically disqualified from working on the particular competition. The chairperson of that selection committee, shall designate an alternative member to sit upon the selection committee.
5. If a selection committee determines that the appointment of the candidate of its choice would, as defined by this policy, result in a situation of potential conflict of interest, the committee shall advise the Council of the situation, and the Council shall be charged with the responsibility of making the final decision about employing an applicant.
6. When through hiring, transfer or promotion, a conflict of interest or favoritism situation is considered by the Council to exist, an alternative place of work in the **County** system (as soon as one is available), shall be determined normally, for the non-supervising employee.
7. If it can be anticipated in advance, that the hiring, promotion or transfer of an employee would result in a conflict of interest or favoritism potential for another employee he/she would supervise, the "supervised" employee shall be advised of the necessity for him/her to assume another position in the system, such that would eliminate the conflict of interest or favoritism situation.
8. When an employee marries or co-habits with another employee and a conflict of interest or favoritism situation is obvious, an alternative place of work within the County should be sought for one of the employees. In such cases the wishes of the employee 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/her position.
9. When alternative employment cannot be offered, one of the employees will be required to resign, and here again, this should normally be the employee who is

not in a position to apply favouritism or who is not exercising supervision over the spouse, cohabitee or other relative.