
Employment of Relatives Policy

- Purpose:** To ensure that employees are not placed in positions where a conflict of interest may occur as a result of a family relationship.
- Policy:** The College will exercise judgement in placing employees who are directly related (spouse, common-law spouse, parent, grandparent, sibling, son or daughter) within the same area or jurisdiction.
- Applies to:** All VCC employees.
- Procedure:** The College may place, organize or transfer employees to minimize association of direct relatives.
- The College may permit employees who are direct relatives to work in the same area or jurisdiction, providing that:
- ◆ *direct relatives do not report to the same supervisor*
 - ◆ *no special considerations are granted related to scheduling of duty and off-duty time*
 - ◆ *a supervisor/subordinate relationship is not created between the direct relatives.*
- The College shall make every reasonable effort to relocate one employee when a direct relationship is created by marriage or common-law of two employees within a supervisor/subordinate relationship. The employees must choose which one is to be transferred or must give 30 days notice of resignation. If neither employee voluntarily chooses transfer or resignation, the College may proceed to transfer or terminate one of the employees.
- An employee may not participate in the selection process when his/her direct relative is an applicant unless written approval of the President is obtained.

Appeal: The President will consider requests for exception to this policy.

Replaces: Employment of Relatives, Policy #4.1.1.2

1. Policy Sponsor: Director, Personnel Services

2. Approvals:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

3. Amendments:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

4. Review Date: