



Agenda

Policy Development and Review Committee

Wednesday, March 19, 2014

6:00 Pm

Board Chambers

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
February 12, 2014
- 4. Future Policy Topics**
- 5. Policy Review:**
 - Employment and Supervision of Family Members Policy
 - Policies for Consideration
 - Next steps regarding Digital Citizenship Policy
- 6. Discussion of Policy Development and Review Committee meeting at C.P. Allen**
- 7. Next Meeting**
April 9, 2014
- 8. Adjournment**

Employment and Supervision of Family Members Policy

Contents

- 1.0 Principles**
- 2.0 Policy Framework**
- 3.0 Authorization**
- 4.0 Policy Review**

Policy and Procedures History

Approved:

1.0 Principles

- 1.1 The Halifax Regional School Board believes in promoting honest and ethical conduct of staff, including the ethical handling of actual or apparent conflicts between personal and professional relationships.
- 1.2 The Halifax Regional School Board believes that it has an obligation to avoid employment situations where there is the potential for favouritism and/or conflict of interest due to the employment and/or supervision of family members, married or common law spouses, or employees in other similar personal relationships.
- 1.3 The Halifax Regional School Board will not knowingly employ family members, married or common law spouses, or employees in other similar personal relationships in a supervisory relationship.

2.0 Policy Framework

- 2.1 The Halifax Regional School Board is committed to ensuring that this policy is in accordance with the following policies:
 - 2.1.1 Recruitment, Identification and Selection of Principals & Vice-Principals

2.1.2 Recruiting and Hiring Staff

2.1.3 Diversity Management

3.0 Authorization

3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

4.0 Policy Review

4.1 This policy will be reviewed every five years or on an as needed basis.

Employment & Supervision of Family Members Procedures

Contents

- 1.0 Definitions**
- 2.0 Unacceptable Relationships**
- 3.0 Responsibility to Declare**

1.0 Definitions

1.1 Family Member: Includes the employee's spouse (including common law spouse), parent (including step parent), child (including step child), brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law or any member of the family residing with the employee on a permanent basis.

1.1.1 For the purposes of this definition, "spouse" includes employees who develop an ongoing intimate relationship, even if it arises after the employees are in a supervisory relationship.

1.2 Supervisory Relationship: An employment relationship where one family member has direct or indirect authority or influence over a family member's employment through decisions, recommendations, or judgments related to such matters as performance appraisals, assignment of duties/tasks, hiring, promotion, retention, transfer, discipline, termination, salary, overtime, vacation, or leaves of absence.

1.2.1 A supervisory relationship may or may not exist where there are levels of supervision in between two employees who are family members.

2.0 Unacceptable Relationships

2.1 Family members are not permitted to work together if this places them in a supervisory relationship with each other.

2.2 While not an exhaustive list, the following are examples of supervisory relationships that are not permitted:

Schools

- 2.2.1 Family members working in the same school if one is a principal or vice principal
- 2.2.2 Family members as job share partners

Central Office

- 2.2.3 In Central Office, family members cannot work in the same department if one family member is a Director, Manager, Assistant Manager, Supervisor, Coordinator, or Facilitator

Schools and Central Office

- 2.2.4 If one family member works in Central Office and one family member works in a school, there must be at least one level of reporting between the family members; and the supervisory employee must not participate in any decision or discussion related to the family member's performance appraisals, assignment of duties/tasks, hiring, promotion, retention, transfer, discipline, termination, salary, overtime, vacation, leaves of absence, or similar matter.
- 2.3 A Director may apply to the Director, Human Resource Services for an exception to any of the above guidelines. Among other considerations, the factors considered in granting an exception would be an absence of other viable candidates, the period of time the supervisory relationship will exist, the levels of supervision between the two employees, and the ability to delegate supervisory duties.

3.0 Responsibility to Declare

- 3.1 Employees must inform the Director, Human Resource Services, in writing, if:
 - 3.1.1 They are in a supervisory relationship with a family member at the time this Policy is approved; or
 - 3.1.2 They become spouses and are in a supervisory relationship.

- 3.2 When an employee declares a supervisory relationship, the Director, Human Resource Services will determine whether this supervisory relationship will continue, cease, or be modified.
- 3.3 Employees must not participate in any part of an employee hiring process (including screening, interviews, meetings, conducting reference checks, or providing references) when a family member is an applicant.