



POLICY AND PROCEDURES

EMPLOYMENT OF RELATIVES

Code: 5.17

Category: Personnel

Effective Date: May 18, 2004

SUBJECT: EMPLOYMENT OF RELATIVES

POLICY: Lethbridge College will allow the employment of a relative of a current employee, provided the current employee is not responsible for the direct supervision of the proposed new employee.

PREAMBLE

The potential to employ more than one member of a family exists. Guidelines are required to ensure that the objectivity, independence, judgment or supervisory authority of current supervisory staff is maintained.

DEFINITIONS

RELATIVE: Husband, wife, common-law spouse, parent, parent-in-law, grandparent, grandparent-in-law, son, daughter, brother, sister, brother-in-law, sister-in-law, niece, nephew, including the husband, wife, or common-law spouse of any of them.

GUIDELINES

1. Lethbridge College shall not employ a relative of a person who is already employed by Lethbridge College in a supervisory position, where the duties of the proposed applicant would substantially fall under the direct supervision of the current employee.
2. When an individual applies for employment in a supervisory position, where the responsibilities of the position include direct supervision of a relative, Lethbridge College shall not consider the applicant unless it obtains agreement from the current employee to accept a transfer to another position. Bargaining unit concurrence may also be contractually required.
3. Lethbridge College may, at its option, direct the transfer or termination of a supervisor or an employee, where circumstances arise that conflict with the intent of this policy. Such circumstances constitute just cause for transfer or termination.
4. Any exceptions to this policy must be approved by the Board of Governors on a case by case basis.

REFERENCE:

IPCC: 1996 06 11
Academic Council: n/a
Board of Governors: 1996 09 24
2004 05 18 (amended)
Cross Reference: Lethbridge College Faculty Association
Collective Agreement
AUPE Collective Agreement
Recruitment / Hiring: Policy 5.16