



Standard Operating Procedure

Human Resources and Employee Relations

Procedures: Hiring and Supervision of
Individuals who are Related Persons
or in a Personal Relationship

S.O.P Number:

Department/Unit: Human Resources and
Employee Relations

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A standard operating procedure describes the established steps and processes for completing specific tasks. A standard operating procedure is to be compliant with applicable collective agreements, government acts and regulations and university policies and procedures.

Task Description:

To outline the procedure for the Hiring and Supervision of Individuals who are Related Persons or in a Personal Relationship.

Steps/Processes:

1. An employee of the University shall not participate directly or indirectly in a decision to hire a candidate who is a related person.
2. Employment of an employee shall not occur if employment would result in the employee reporting directly to a manager or supervisor who is a related person. Related person, for this purpose shall include, but is not limited to: spouse, common-law spouse, same-sex spouse, partner, child, sibling, grandchild, or sibling or children related through marriage, parent-in-law, grandparent, niece, nephew, aunt, uncle, step-sister, step-brother, or step-parent. The definition includes the spouse or partner's child, grandchild, sibling, parent, grandparent, niece, nephew, aunt, uncle, step-sister, step-brother, or step-parent.
3. The same practice will apply to persons who are involved with each other in a personal relationship.
4. A manager or supervisor, as the case may be shall disclose potential conflicts of interest related to employment to the appropriate Director, Dean, Associate/Assistant Vice-President, Vice-President, President or designate.

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5. A manager or supervisor, as the case may be, shall disclose to the appropriate Director, Dean, Associate/Assistant Vice-President, President or designate if a personal relationship develops between the manager or supervisor and a direct report.
6. A manager or supervisor, as the case may be, shall disclose to the appropriate Director, Dean, Associate/Assistant Vice-President or Vice-President designate if as a result of a new hire, transfer, promotion or secondment, a related person or person with whom they are in a personal relationship becomes a direct report.
7. No exceptions may be permitted without the express written permission of the appropriate Vice-President.