

Purpose:

- 1 To ensure employees are not placed in positions where a conflict of interest may occur as a result of a family relationship.

Policy Statements:

- 2 The City of Red Deer is committed to fair and impartial employment opportunities and work standards for every employee.
- 3 The City will ensure family ties will not impact employee productivity and impartiality in the work place.
- 4 The City will exercise judgment in placing employees who are immediately related within the same area. Employees who are immediately related shall not be placed in supervisory roles with each other.
- 5 The City of Red Deer may place, organize, or transfer employees to minimize association of immediate relatives.
- 6 The City of Red Deer may permit employees who are immediate relatives to work in the same area or jurisdiction, providing that:
 - (1) immediate relatives do not report to the same direct supervisor;
 - (2) no special considerations are granted related to scheduling of duty and off-duty time;
 - (3) a supervisor/subordinate relationship is not created between the immediate relatives; and
 - (4) proper financial operational control or internal controls are not jeopardized or incompatible with internal control principles of segregation of duties.
- 7 The City of Red Deer shall make every reasonable effort to relocate one employee when a direct relationship is created by a marriage or common-law relationship of two employees within a working relationship (as described in item 2 above). The City will choose one of the affected employees to be transferred and that person must accept the transfer or give thirty days' notice of resignation.
- 8 An employee may not participate in the selection process when his/her direct relative is an applicant unless written approval of the City Manager is obtained.
- 9 Employees who violate this policy (e.g. by concealing a relationship) will be subject to discipline up to and including dismissal.
- 10 Employees impacted by the refusal of an appointment may appeal to the City Manager.

Definitions:

- 11 Common Law Spouse: an adult person who has lived in a conjugal relationship outside of marriage for a minimum period of one year.
 - 12 Direct Supervision: involves a reporting relationship where an individual has the authority to direct and control the activities and work assignments of another employee; influence the type and nature of work assignments and/or working conditions; and includes responsibility for completing, reviewing, or approving performance reviews and wage and salary adjustments; administering disciplinary action and recommending or approving the hiring or firing of an employee.
 - 13 Immediate Relative: spouse, common law spouse, children, grandchildren, parents, grandparents, and siblings including foster, adopted, step or in-laws within these categories.
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References/Links:

- 1 EL-A-2.4 Ethical Behaviour

Scope/Application:

- 1 This policy applies to all employees.

Authority/Responsibility to Implement:

- 1 Employee: advise supervisor when a potential conflict of interest may occur as a result of family relationship.
- 2 Supervisor:
 - (1) Ensure employees are aware of the Employment of Relatives Policy;
 - (2) Ensure no employees in your Section are in conflict of this policy; and
 - (3) Ensure the Human Resources Department is notified of any present or potential conflicts, which exist or may arise due to a family relationship.
- 3 Human Resources Department:
 - (1) Ensure employees and managers are aware of their responsibilities;
 - (2) Review potential “conflict of interest” issues and determine to either refuse the appointment or recommend alternatives; and
 - (3) Attempt to find alternate employment for employees dislocated as a result of this policy.
- 4 City Manager: adjudicate applications for exceptions.

Inquiries/Contact Person:

I Human Resources Manager

Policy Monitoring and Evaluation:

I This policy will be reviewed every three years and revised as necessary.

Document History:

Date:	Approved/Reviewed By:	Title:
Approved: January 2001	"Norbert Van Wyk"	City Manager