

Nepotism Policy

1.0 Policy Statement

City of Mount Pearl does not preclude the employment of relatives, as long as the employment is in compliance with all City policies regarding employment qualifications, performance, promotion, and management of situations where nepotism, or the appearance of nepotism, is possible. The City will make employment decisions based on operational needs and individual qualifications, skills, ability, and performance.

2.0 Scope

This policy applies to all employees regardless of status, position or department for the purpose of hiring, promotion, transfer, demotion, discipline and employment.

3.0 Purpose

The purpose of this policy is to minimize the risk of potential conflicts of interest regarding employment-related decisions where relatives or familial relationships are involved.

4.0 Definitions

To avoid conflict of interest or appearance of a conflict of interest, the term “relationships” covered under this policy, should be interpreted very broadly.

Relatives

Include persons within the third degree of consanguinity (blood), within the second degree of affinity (marriage), and sole domestic partners (unmarried). Relatives within the third-degree include: parents, children, grandparents, siblings, grandchildren, great-grandparents, uncles, aunts, nephews, nieces, and great- grandchildren. Relatives within the second degree include spouses or sole domestic partners and their parents, grandparents, and siblings, and an employee's son or daughter-in-law, and grandchild's spouse. This policy also includes relatives of the employee residing in the employee's household.

Familial relationship

Means two employees (or an employee and a job applicant) in the relationship of spouse, sole domestic partners, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson or granddaughter, or any of those relationships arising as a result of marriage (for example, brother-in-law).

5.0 Guidelines

Any employee of the City of Mount Pearl who has or acquires a familial relationship with another employee shall not have any direct or indirect administrative or operational authority over the employee. An employee cannot be directly or indirectly supervised by a member of their family, relative or by an individual with whom they have a familial relationship. This means not only that a person cannot supervise a relative but also that the relative cannot be in that person's chain of command; for example, a family member cannot work in a department in which a family member or relative is the direct supervisor.

An employee of the City of Mount Pearl cannot use his/her authority or position with the City to benefit or to disadvantage another employee with whom a familial relationship exists. Although all such potential misuses of authority cannot be listed here, examples include assignment of work, providing direction or instructions to members of a work group, assigning or coordinating projects, or engaging in disciplinary or evaluative functions.

If the person is hired, the related person may not participate in any employment activities concerning that individual. No individual involved in a hiring decision shall give preference to an applicant because the applicant is related to a current employee.

In considering whether a relationship falls within this policy, all employees are urged to disclose the facts if there is any doubt rather than fail to disclose in cases where a relationship exists or existed in the past.


Employees are required to notify the City's Human Resources Division of (a) any existing familial relationships, (b) any familial relationships that are created among employees (for example, by the marriage of two employees), and (c) the potential employment by the City of Mount Pearl of a family member.

Failure to abide by this Policy could result in disciplinary action up to and including termination.

6.0 Responsibilities

All employees responsible and accountable for the application of the Policy as an employee, supervisor, hiring manager and/or candidate in a competition.

7.0 Approvals



Steve Kent, Chief Administrative Officer
October 4, 2018

Date