

AP 540.1 Supervisory Conflict of Interest

1. Definitions

- *Close Associate* for the purpose of this policy, is defined as a business associate, or someone in a close personal relationship
 - *Family* for the purpose of this policy, is defined as all relatives, such as, but not limited to the following: spouses, domestic partners, children, parents, grandparents and siblings.
 - *Significant others* for the purpose of this policy, includes individuals involved in an intimate relationship who may or may not reside together.
 - *Direct Supervisory Relationship* for the purposes of this policy, refers to an employment relationship where one employee does or could have authority over another employee's performance evaluation, salary, work hours, working assignments or other conditions of employment.
2. Employees of the Board who are in a position to hire or contract full-time, part-time, occasional, contract or summer staff/students will not hire members of their immediate or extended family to work for them directly.
 3. An employee must ensure there is no participation in the hiring process when the employee and prospective employee are family members or close associates.
 4. Employees and prospective employees will not seek positions where one family member may have a direct supervisory role over another family member or close associate. However, should this be impossible to avoid, the Superintendent will ensure sufficient safeguards are in place to ensure that the District's interests are not compromised.
 5. Where there is a situation where an employee may have a direct supervisory role over another family member or close associate as a result of circumstances ranging from the implementation of a collective agreement to a change in status within a worksite and newly-developed relationships each employee shall report this conflict in writing to the Director, Human Resources who will then determine if any action is required.