



TOWN OF KENTVILLE POLICY STATEMENT G36 HIRING AND EMPLOYMENT OF RELATIVES

1.0 PURPOSE

The purpose of this policy shall be to set consistent guidelines for circumstances in which a relative of an existing employee might be considered for employment at the Town of Kentville.

2.0 DEFINITIONS

It shall be recognized that the following individuals would be considered relatives under this policy:

- Spouse (including common-law spouse)
- Mother
- Father
- Grandmother
- Grandfather
- Mother-in-law
- Father-in-law
- Son
- Daughter
- Brother
- Sister
- Son-in-law
- Daughter-in-law
- Step brother
- Step sister
- Half brother
- Half sister

3.0 SCOPE

4.0 PROCEDURES

1. In considering applicants for vacant employment positions at the Town of Kentville, the prime mandate shall be the employment of the candidate best qualified for the position.
2. Not so as to limit the generality of the foregoing, the following criteria shall form part of the hiring decision when the Applicant is related to an existing employee of the Town; and must be communicated to the candidate and, where appropriate, to the relative already in the Town's employ.
 - a. Safety of employees is a paramount concern for the employer. Relatives working within the same emergency services category (for example, policing or EMO) or dangerous activity category (for example, some services provided by public works) must not be burdened with any

consideration, other than the objective to be attained at the occasion of the event. Otherwise, the safety of Town employees may be compromised.

b. The rights and feelings of fellow employees must always be considered so that fairness is both actually accomplished and is, nonetheless, seen to be accomplished in the workplace. The appearance of nepotism and/or favouritism must be avoided.

c. In considering whether to hire such an applicant, careful consideration shall, therefore, be given to:

- i. Avoiding the appearance of favouritism or nepotism;
- ii. Avoiding compromising, in any way, the safety of the Town's employees;
- iii. Cautioning the applicant and the relative that the relationship creates a special circumstance in which ongoing considerations of employee relations, safety, direct supervisor/subordinate, and other unique issues may have to be addressed from time-to-time during the term of employment because of the relationship.

d. If, after cautioning, it appears that the applicant or relative is not accepting of the workplace issues identified for them, and the fact that special provisions may be imposed on the interaction of the relatives at the workplace by the employer, the Town may decide to by-pass the applicant in favour of another applicant.

3. The provision of any policy change or amendment shall be made available to all existing employees of the Town, by insertion in the Personnel Policy Manual, and by separate notification of the change.

4. Two persons presently employed by the Town may in the future, become related, and thereby fall within the special circumstances referred to herein, for related employees.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: April 12, 2006
Revisions: January 2017. Reformatted



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