

Purpose/Background

All qualified candidates are to be provided with the opportunity to be considered for employment and family relationships are not to unduly or unfairly restrict an individual's opportunity to pursue employment with the Division.

While no candidate will be denied employment on the basis of marital status, common-law relationship, or familial relationship alone, established employment practices are to be conducted to avoid conflicts of interest.

Procedures

1. Relatives of Division employees and trustees may be considered for employment provided they:
 - 1.1 Have made application for employment to the Division.
 - 1.2 Possess the necessary qualifications and are a suitable candidate for the position; and
 - 1.3 Have been considered in accordance with established employment procedures.
2. Relatives for the purpose of the Administrative Procedure shall include:
 - 2.1 Spouse – husband, wife, common-law spouse.
 - 2.2 Children – daughter, son, foster or stepchildren, daughter-in-law, son-in-law.
 - 2.3 Parents – father, mother, parent-in-law, grandparent, grandparent of spouse.
 - 2.4 Brothers or sisters – brother-in-law or sister-in-law.
3. An employee is prohibited from being in direct supervision of a relative; should this situation result after assignment, both employees shall be consulted, with one of the employees being reassigned within one year unless otherwise ruled by the Superintendent.
4. Supervision, for the purposes of this Administrative Procedure, includes:
 - 4.1 Assignment of duties.
 - 4.2 Approval of requisitions.
 - 4.3 Determination of salary or wage level.
 - 4.4 Completion of evaluation of performance reports; and
 - 4.5 Decisions about promotion, retention, transfer, or termination.
5. Relatives shall not participate in the recruitment or selection process for another relative.
6. Relatives of the Superintendent, Associate Superintendents, and Directors shall not be considered for employment within the same department at the Education Centre.

Reference:

- Section 33,52,5368,197,198,199,203,204,205,212,222,225,229 Education Act
- Alberta Human Rights Act
- Alberta Employment Standards
- Freedom of Information and Protection of Privacy Act
- Human Rights, Citizenship and Multiculturalism Act
- Canadian Human Rights Act
- Canadian Multiculturalism Act
- Charter of Rights and Freedoms