



## Human Resources Policy

<i>Subject:</i>	<b>Hiring of Relatives</b>
<i>Approval Date:</i>	November 19, 2004
<i>Revision Date:</i>	January 2009

City of Waterloo hiring policies are predicated on fair and equitable recruitment practices with an overriding emphasis on merit. This policy has been developed in order to address the real or perceived conflicts of interest that exist when persons who are related to each other work together.

### **Note**

This policy will not be retroactive. Any persons employed by the City prior to the date of approval of this policy will be exempted.

### **Definition**

For the purposes of this policy 'relative' means:

- a) a person's spouse, common-law spouse, same-sex partner, child, parents, siblings; and
- b) spouse for the persons named in a).

'*Spouse*' is defined as the person to whom another person is married or with whom the person is living in a conjugal relationship, outside marriage, including a same-sex partner.

'*Child*' is defined as natural child, adopted child, step-child, daughter-in-law, son-in-law.

'*Parent*' is defined as natural parent, adoptive parent, step-parent, father-in-law and mother-in-law.

### **Policy**

All applicants will be requested to disclose the names of all relatives who are current employees or elected officials of the City of Waterloo.

Relatives of current employees and elected officials of the City may be considered for employment or advancement provided they:

- have made application in accordance with established procedure;
- have been considered in accordance with established procedure;
- possess the necessary qualifications; and
- are considered to be the most suitable candidate.

Relatives of City employees or City Councillors, while entitled to seek and obtain employment with the City, are prohibited from working in positions in which one supervises the other or where one can exert influence over the work or career of the other.

Notwithstanding the above, a child, a parent or spouse of any member of the Human Resources Team will not be considered for employment. Relatives will not be employed under the supervision of the Chief Human Resources Officer or as members of the Human Resources Team.

Furthermore, no employee of the City shall be allowed to directly or indirectly influence the hiring, evaluation, discipline, promotion or career of a relative.

The determination of whether a relative is in a position to exert direct or indirect influence is determined in consultation with the employee concerned, the General Manager and Chief Human Resources Officer.

Employees who become related to each other while employed by the City are required to advise the City of this development at the earliest reasonable opportunity. Where the employment relationship between these employees results in an actual or potential conflict, one of the employees will be assisted to obtain a transfer.