



Taber Public Library Policy Manual

Personnel Policy: Anti-Nepotism

PURPOSE: To legitimately prevent a conflict of interest or the appearance of a conflict of interest that arises through the hiring or employment of friends and relatives; and/or to legitimately prevent the misuse of authority and influence or the appearance of such misuse.

POLICY: To ensure that Taber Public Library is an equal opportunity employer striving to ensure that fair hiring practices are utilized at all times, and that Taber Public Library hiring processes are free of any real or perceived conflict of interest, or nepotism.

DEFINITIONS:

Nepotism - favoritism granted to relatives or close friends, usually in the form of hiring practices, and employment activities.

Conflict of Interest - A conflict of interest exists when an employee is able to gain a special advantage due to being a relative of a Taber Public Library Board Member or another Taber Public Library employee, or conversely, where Taber Public Library is at risk as a result of the fact that two or more Board Members or employees are relatives. In the hiring and employment of relatives, conflict of interest situations include:

- Any influence exercised directly or indirectly by a Taber Public Library Board Member or employee in the selection and hiring process in which their friend or relative is a candidate;
- Direct or indirect reporting relationship;
- The ability of one family member to influence or exert financial or administrative control over another;
- The ability of one family member to influence human resource matters including, but not limited to, performance reviews, preferred work assignments, promotions, reclassifications, disciplinary matters, special leaves, and/or access to additional hours and/or overtime; and/or
- Relatives that are employed in positions that establish a real or potential security, confidentiality, or financial risk to Taber Public Library.

Family Member - For the purposes of this policy, immediate family members shall be defined as: Wife, Husband, Mother, Father, Brother, Sister, Son, Daughter, Nephew, Niece or any In-Laws.

Direct Reporting Relationship - A direct reporting relationship occurs when an employee reports directly to a supervisor or manager.

Indirect Reporting Relationship - An indirect reporting relationship occurs when an employee reports to a manager and the manager reports to the Board; thus, the employee indirectly reports to the Board.

... continued

GUIDELINES:

In accordance with the Alberta Human Rights Act, Taber Public Library will not discriminate in its hiring practices on the basis that a person is a relative to a current employee or Board Member. To this end, relatives of Taber Public Library employees and Board Members are eligible for employment with Taber Public Library provided that the following, but not limited to:

1. The hiring process is open and equitable, and candidates are selected in accordance with Taber Public Library's hiring related policies;
2. Taber Public Library shall accept application from, and consider a member of an employee's immediate family for employment if the candidate has all the requisite qualifications;
3. An immediate family member shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the friend or family member, or if his/her employment could create of conflict of interest either real or imagined;
4. Taber Public Library employees or Board Members do not directly or indirectly influence the selection and hiring process in which their relative is a candidate;
5. Board Members and managers exclude themselves from any hiring process where their relative is a candidate;
6. A direct or indirect supervisor/subordinate reporting relationship is not created between such employees or Board Members; and/or
7. Relatives are not employed in positions where a real or perceived conflict of interest exists. If a real or perceived conflict of interest arises due to marriage/cohabitation, or if two or more related employees work in a situation where there is a real or perceived conflict of interest:
 - a. The employees will notify their manager or supervisor.
 - b. The manager/supervisor will work to assess the situation and determine whether there is a real or perceived conflict of interest. If there is a real or perceived conflict of interest the Personnel Committee will be informed.
 - c. The Personnel Committee, in consultation with the manager/supervisor, will make reasonable efforts to investigate suitable options within Taber Public Library for one of the related employees.
8. If two related employees/Board Members or two employees/Board Members in a relationship are working in a real or perceived conflict of interest and fail to notify their manager/supervisor they may be subject to disciplinary action. If a manager/supervisor has knowledge of a relationship between two employees/Board Members where a real or perceived conflict of interest exists, the manager/supervisor will notify the Personnel Committee. If the manager/supervisor fails to notify the Personnel Committee, the manager/supervisor may face disciplinary action.

Date of Approval: December 12, 2017

Date Reviewed/Revised: