



## Administrative Procedure 400 – Appendix B

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### NEPOTISM

#### Background

Nepotism shall be avoided in the employment practices of the Division.

#### Definitions

Nepotism means favouritism shown to relatives in bestowing employment or conferring privileges.

Relative means child, sibling, parent, parent-in-law, or spouse.

#### Procedures

1. No employees, or potential employees, will be shown favouritism by a member of their immediate family.
2. Employees shall avoid potential nepotism situations. Employees shall not
  - 2.1 Directly evaluate the work of a relative,
  - 2.2 Directly assign the duties of a relative,
  - 2.3 Set the salary of a relative,
  - 2.4 Make decisions about the promotion of a relative, or
  - 2.5 Arrange for a replacement of a relative.
3. Relatives are discouraged from working in the same building or work unit. If such a situation arises, an employee shall not be in a direct supervisory position with a relative.
4. While no individual, on the basis of marital status of familial relationship alone, will be denied employment in the Division, employment practices are to be carried out in such a way as to avoid a potential nepotism situation.
  - 4.1 Employees are disqualified from participating in the decision process with reference to hiring, placing, or promoting relatives.
  - 4.2 A relative of the applicant may not directly supervise a selection committee member.
  - 4.3 If a selection committee determines that the appointment of the candidate of its choice would result in a potential nepotism situation, the committee shall advise the Chief Superintendent. The Chief Superintendent will then deal with the situation in accordance with this Administrative Procedure and human rights legislation.



5. Employees who find themselves in a potential or actual conflict of this Administrative Procedure have a duty to notify their Supervisor immediately upon becoming aware of such potential or actual conflict.

Adopted: April 3, 2000  
Reviewed/Revised: June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 222  
Alberta Human Rights Act  
Freedom of Information and Protection of Privacy Act