
Type:	C – Institutional	Last Approved: Apr. 16, 1992
Executive Responsibility:	Vice-President Administration & Finance	Next Review: Nov., 2012
Administrative Responsibility:	Manager, Human Resources	Procedure:

STATEMENT:

In the appointment of its faculty, administrators, staff and student employees, the University seeks those persons most qualified to fulfill the institution's obligations. Accordingly, members of the same family may be hired when deemed to be the most qualified candidate for the vacancy.

In normal circumstances, placements shall not be made where one employee would ever be responsible for the day-to-day supervision of the related employee. However, the University recognizes there are circumstances, such as specialized educational background and experience where employment of two members of the same family in a single work area is desirable, even though a supervisory relationship results. In such cases, the supervisor will refer all matters of a personnel or financial nature to their immediate supervisor.

Each employee is expected to fulfill the spirit of this policy by voluntarily absenting himself or herself from participation in personnel decisions in which a relative is involved.

A "relative" is defined as parent, spouse, child, brother, sister (or the foregoing as in-laws and common-law), and other close relative by birth or marriage (aunt, uncle, nephew, niece). The conditions outlined herein shall apply, also, if two employees become related through marriage after they are employed.

Student employees, as described in [Policy 32.01 On Campus Employment of Students](#), will be subject to this policy except where otherwise stipulated by the funding agency.