

Title	Employment of Employee Relatives		
Classification	Administration	Oversight & Responsibility	Office of the VP & CFO; Human Resources
Category	Human Resources & Employment	Effective Date	2004 Oct 21
Approval	Executive	Policy No	1020

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

NOTE: The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

Policy Statement

Royal Roads University does not discourage nor prohibit the employment of more than one member of a family. However, the University does recognize that employment of relatives in the same area may increase the potential for conflicts of interest - either real or perceived. Favoritism, effects on employee morale and the carry-over of personal conflict to the work environment are some examples of potential problem areas. Thus, the appointment of a relative of a RRU employee to the same department is discouraged.

Procedures:

For the purposes of this policy, the terms relative and family member refer to any one of the following relationships: spouse, common-law spouse, same sex partner, child, stepchild, sibling, parent, sister/brother-in-law, mother/father-in-law, niece, nephew, uncle, aunt, first cousin, grandparent and grandchild. This guideline will also be applied in circumstances involving other intimate personal relationships.

Employment situations in which this policy would take effect include:

- An appointment which results in a direct or indirect reporting relationship between the two "family" members, such that one employee would have input on the other's performance evaluation, salary, stipends, approvals of leaves, approvals for spending of University funds, promotional opportunities, hiring decisions, renewals of contracts, disciplinary procedures or task assignments
- An appointment that could establish an employment relationship that may have a detrimental effect on the security or confidentiality of University funds, materials or information
- Any hiring situations, which may place members of the same family in circumstances of reasonably foreseeable, conflict between the interests of the University and the interests of the family members
- Any committee appointments or participation (voluntary or paid) that could place family members in conflict of interest situations (case reviews, decision-making, etc.). Withdrawal from committee deliberations in such an instance would be mandatory

Should an offer of employment be extended to a relative of a current University employee, it is the responsibility of both the current University employee and the family member (potential new employee) to fully disclose their relationship to the President/Vice-President and Department Manager before the offer of employment is accepted.

Should no actual or potential conflict of interest exist between the staffing positions to be held by the family members, reasons should be documented in writing. This written submission will be included in the department personnel file for each affected employee.

This written submission as well as a proposal prepared by the Manager involved in the potential hiring and supervision of the employment relationship will form the basis of a review to be conducted by the President/Vice-President. Approval of the employment relationship may or may not be granted. Fair and equitable application of this policy is expected of all parties involved in the review process.

Review and Revision History

Date	Action
2004-Oct-21	Approved – current published version
2021-Oct-06	Transfer to new template – no content change
Next Review	
2007-Oct-21	For review