

WOODSTOCK PUBLIC LIBRARY
POLICY MANUAL

Section: 4. Personnel

Subsection: 4.7 Staff Recruitment and Selection

Paragraph 4.7.2 Nepotism

STATEMENT OF PRINCIPLE

To provide rules with respect to hiring and promotion which are intended to avoid conflicts of interest.

POLICY

1. The immediate relatives of the Chief Executive Officer, Department Heads and members of the Board shall not be considered as eligible for employment by the Board in any capacity.
2. The immediate relatives of all other supervisory personnel shall not be considered for employment by the Board where such employment would be:
 - a) within the same Department in the case of permanent full-time, temporary full-time and part-time classifications; or
 - b) in any capacity in the case of students hired for seasonal employment.
3. In the event that a conflict with this policy is created through marriage or promotion, a review will be undertaken by the Chief Executive Officer. Such a review will seek to find a solution acceptable to the parties concerned that is consistent with the following:
 - a) the purpose of this policy;
 - b) the relevant provisions of the Ontario Human Rights Code.
4. For the purposes of this policy the following definitions shall apply:
Immediate Relative: parent, spouse, child, sister, brother, sister-in-law, brother-in-law, father-in-law, mother-in-law.
Spouse: a person to whom a person is married or with whom the person is living in a conjugal relationship outside marriage.
5. This policy will not be retroactive. Any conflicts in existence prior to the effective date of the policy will be exempted.
6. Any false representation by an employee with regard to this policy will be considered to be grounds for termination of employment.

Effective Date: May 18, 2004

Motion No. / Date: 04-32/May 17, 2004

Responsibility: Board and Chief Executive Officer