

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-19

SUBJECT: **EMPLOYMENT OF RELATIVES**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: November 16, 2005

CONTEXT/DEFINITIONS

- 19.1 For the purposes of this Procedure, the term "immediate family" shall mean a regular full-time employee's or Member of Council's spouse, parent or child (as defined by the Human Right's Code), brother or sister.
- 19.2 For the purposes of this Procedure, the term "employ" shall mean formal approval to hire, promote or transfer, as determined through normal recruitment procedures.

POLICY

- 19.3 The Municipality may employ, in a regular full-time position, more than one member of the same immediate family, provided the related member of the employee does not work in the same Department.
- 19.4 The Municipality may employ, in a regular full-time position, a member of the immediate family of a Member of Council, provided the consent of Council is obtained.
- 19.5 Candidates for part-time, volunteer, seasonal or contract positions may be employed without reference to this Administrative Procedure, providing said candidate is not related to a member of regular staff in the same department.

PROCESS

- 19.6 Candidates selected for an interview for a regular full-time position(s) shall be made aware of this Administrative Procedure during the interview process for the purpose of determining if either of Items 19.3 or 19.4 apply in their particular situation.
- 19.7 Should Item 19.3 apply, no further consideration of the candidate in the recruitment process will be given.
- 19.8 Should Item 19.4 apply, the candidate will be advised that the consent of Council would be sought and required, should it be determined the candidate is the recommended person for hire, promotion or transfer upon completion of the recruitment process.