

# **Administrative Procedure 415**

## **Human Resources**

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### **CONFLICT OF INTEREST – STAFF SELECTION**

#### **BACKGROUND**

The purpose of this administrative procedure is to provide guidelines for dealing with conflict of interest regarding staff selection.

This administrative procedure applies to all employees of Westmount Charter School. All employees are responsible for knowing, understanding and complying with this administrative procedure.

Violation of this procedure may result in employee disciplinary action up to and including suspension or termination of employment.

The superintendent and principal are jointly responsible for the implementation of this administrative procedure.

#### **STAFF SELECTION**

All qualified candidates are to be provided with the opportunity to be considered for employment and family relationships are not to unduly or unfairly restrict an individual's opportunity to pursue employment with the charter board.

While no candidate will be denied employment on the basis of marital status, common-law relationship or familial relationship alone, established employment practices are to be conducted to avoid conflicts of interest.

#### **PROCEDURES**

1. Relatives of charter board employees may be considered for employment provided they:
  - 1.1 have submitted an application for employment to human resources;
  - 1.2 possess the necessary qualifications; and
  - 1.3 have been considered to be a suitable candidate in accordance with established employment procedures.
2. Relatives for the purpose of this administrative procedure shall include:
  - 2.1 spouse – husband, wife, common-law spouse;
  - 2.2 children – daughter, son, foster or stepchildren, daughter-in-law, son-in-law;
  - 2.3 parents – father, mother, parent-in-law, grandparent, grandparent of spouse; and
  - 2.4 brothers or sisters – brother-in-law or sister-in-law.
3. An employee is prohibited from being in direct supervision of a relative. Should this situation result after assignment, both employees shall be consulted, with one of the employees being provided an alternative direct reporting structure.
4. Supervision, for the purposes of this administrative procedure, includes:
  - 4.1 assignment of duties;
  - 4.2 approval of requisitions;
  - 4.3 determination of salary or wage level;
  - 4.4 completion of evaluation of performance reports; and
  - 4.5 decisions about promotion, retention, transfer, or termination.

5. Relatives shall not participate in the recruitment or selection process.

**Cross Reference:** AP-400 General Employment  
AP-404 Staff Selection  
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