

**HUMAN RESOURCES - MERIT PRINCIPLE AND HIRING OF RELATIVES**

It is the Library's desire to hire the best qualified employee for a vacant position. In hiring, selection will be based as far as possible on merit and qualifications (including skills, abilities, education, experience, values and attitudes).

Relatives of staff or Library Board Members will not be hired for a position in the same branch or department in which a related employee works.

Relatives will not be hired where the potential employee would be subject, directly or indirectly, to the supervisory control and/or is able to influence the working relationship of a relative. Examples of influence include, but are not limited to the following:

- participating in an employment panel
- participating in the areas of compensation and benefits
- hiring, promotion decisions
- approving expenses or overtime
- discipline, participation in a complaint or grievance process, termination
- having access to confidential information, which may be of interest to the related employee

Conformity with this policy requires that family relationships defined in this policy must be identified through the hiring process.

For the above purposes, relatives are defined as: spouse (including common-law and same sex), son/daughter (also step son/daughter and son/daughter-in-law), mother/father (also step and in-law), grandparent, grandchild, aunt, uncle, brother/sister (also step and in-law), nieces/nephews.

Motion #15-27	June 25, 2015
Motion #16-34	Revised June 23, 2016
Motion #17-35	Reviewed June 22, 2017