

Policy Title:	Applies to:	Reference #
EMPLOYMENT OF RELATIVES	All Employees	123-HR-90
Approved by:	Dates:	Total # of Pages
CITY COUNCIL	Effective:	18-JUN-1990
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Authority:		
People and Organizational Culture		

1.0 Purpose

To provide guidelines in instances where relatives are being hired, or are employed by the City of Regina.

2.0 Scope

All City of Regina employees.

3.0 Definitions

Relative

Is defined as: husband, wife, father, mother, son, daughter, brother, sister (including foster-, or step-, or in-law-, or any of the foregoing) and common-law spouse of a person.

Common-Law Spouse

A person with whom an employee cohabitates as spouses:

- continuously for a period of not less than two (2) years, as per *The Labour Standards Act*, or
- in a relationship of some permanence, if they are the parents of a child.

“Segregation of Duties” Principles

This principle will be as per the accepted standard by the Canadian Institute of Chartered Accountants and is the key to internal control in order to make fraud or abuse difficult without collusion.

Segregation of Duties should reduce the likelihood of errors and irregularities. An individual, or a relative as defined by this policy, should not have responsibility for more than one of the three transactions components: authorizing transactions

(approval), recording transactions (accounting), and handling the related asset (custody).

4.0 Policy

Hiring of Relatives:

Relatives of civic employees may be considered for employment with the City of Regina provided that:

- they have made application for employment as per the established recruitment and selection process; and
- they have been considered in accordance with established recruitment policies and procedures; and
- they possess the required qualifications and are determined to be the most suitable candidate.

To maintain sound internal financial and managerial control and to ensure a high degree of integrity in all selection decisions, the hiring of immediate relatives is prohibited in situations where:

- a direct supervisory relationship exists;
- the opportunity for collusion, conflict of interest or abrogation of “segregation of duties” principles exists as determined by the City of Regina Code of Conduct and Disclosure Bylaw.

Employment of Relatives:

To maintain sound internal, financial and managerial control and to ensure integrity in the supervisory process, the employment of relatives is prohibited in situations where a direct supervisory relationship exists.

The transfer of employees is also prohibited if the transfer will result in the establishment of a direct supervisory relationship between relatives.

Exceptions:

The Director of Human Resources, in consultation with the Director of the affected department, may approve specific exemptions to this policy in situations where special circumstances exist.

5.0 Roles & Responsibilities

All City of Regina employees will abide by this policy.

Management will ensure that this policy is adhered to. Any violation of this policy is to be addressed by management through the Corrective Discipline process.

6.0 Related Forms

N/A

7.0 Reference Material

City of Regina Code of Conduct and Disclosure Bylaw

8.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)