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Name:	Nepotism
Policy Number:	6-2002
Origin:	Human Resources
Approved:	March 20, 2003
Issuing Authority:	Vice-President, Finance & Administration
Responsibility:	Senior Director, Human Resources
Effective Date	October 14, 2014
Revision Date(s):	October 14, 2014

1. Purpose

To define the University's policy as it relates to the employment of Relatives. This policy is designed to minimize the occurrence of a conflict of interest in employment decisions and to manage them when they do arise. The policy has three components:

1.1. Recognition

Conflicts of interest must be identified in order to permit appropriate management of them. A conflict of interest arises from a particular situation. It does not arise from or reflect upon the character of the individuals involved.

1.2. Disclosure

Conflicts of interest and potential conflicts of interest related to employment shall be disclosed in accordance with this policy. In addition, any person who is aware or has reasonable grounds to believe that an undisclosed conflict of interest exists is required to report it.

1.3. Resolution

Conflicts of interest shall be resolved within a framework and with a procedure that attempts to ensure the best interests of the University.

2. Scope

The provisions of this policy will apply to Saint Mary's University employees with the exception of full time faculty and professional librarians for whom Article 15.3.30 (a) Conflict of Interest of the Saint Mary's University Faculty Union Agreement applies.

3. Responsibility

The Senior Director, Human Resources is responsible for the communication, administration and interpretation of this policy. The "administrative head" is responsible for the resolution of the conflict situation in consultation with the Senior Director, Human Resources.

4. Definition

A Relative is defined as follows: spouse, common-law spouse (whether opposite sex or same sex), child, stepchild, sibling, parent, sister/brother-in-law, grandparent, grandchild, or variation on such relationships as determined by the University to be subject to this policy. This policy will apply to persons who are involved with each other in a personal relationship.

5. Statement

In order to avoid any compromise, real or apparent, of an employee's position as a result of a conflict of interest in employment decisions or departmental administration, the employment of a Relative of a University employee, must be given careful consideration.

The employment of a Relative of a University employee is not prohibited. However, an appointment, transfer, promotion, or awarding of a contract for services shall not normally be made if a candidate would be placed in a position in which the candidate would be supervised by a Relative, or where the candidate's conditions of employment or any other matter affecting employment would come under the direct or indirect influence of a Relative who is an existing employee of the University.

Full-time faculty and professional librarians shall comply with Article 15.3.30 (a) Conflict of Interest of the Saint Mary's University Faculty Union Agreement which reads as follows:

"No Employees shall knowingly participate in procedures for appointment, renewal, promotion or tenure of an individual with whom the Employee has an immediate marital, familial, sexual or significant financial relationship. Employees having such a conflict(s) of interest shall notify in writing his/her Dean/University Librarian and the Chair(s) of the University Committee(s) responsible for dealing with appointments, renewals, promotions or tenure that he/she has a conflict of interest under this Article. The specific nature of the conflict of interest need not be disclosed."

6. Process

The process requires the University member to disclose in writing, with a copy to the Senior Director, Human Resources, the conflict to his or her administrative head and then to comply with the decision of that head. If the conflict involves the "administrative head", the conflict should be disclosed to the next level.

The "administrative head":

- of the President is the Chair of the Board of Governors
- of a Vice President is the President
- of a Dean is the Vice President, Academic & Research
- of a Director or equivalent of an administrative or other non-teaching unit is the Executive Management Group member responsible for that unit (The Executive Management Group is comprised of the President and the Vice Presidents Academic & Research, Administration and Finance)
- of any other employee is the administrative Director or equivalent of the unit, in which the employee works

Full-time faculty and professional librarians comply with the SMUFU Agreement as indicated above in the "Statement" section.

7. Grandparenting

This policy is effective March 20, 2003. Existing situations will be grandparented.