

POLICY MANUAL	POLICY NO. 3-5
For Municipality of South Dundas	EFFECTIVE DATE: December 21, 2004 REVISED: November 2025
SUBJECT: Hiring Relatives	DEPARTMENT: All Departments

PURPOSE

Policy for the hiring of relatives of Municipal Employees, Members of Council, Local Boards and Committees of Council.

STATEMENT

The Municipality of South Dundas hiring policies are predicated on a fair and equitable recruitment practices with an overriding emphasis on merit. Further information on hiring can be found in Policy 3-11 Personnel.

This policy has been developed to address the real or perceived conflicts of interest that exist when persons who are related to each other work together.

DEFINITIONS

Relative:

For the purpose of this policy, relatives is defined as:

- spouse, any person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage
- parent, including step-parent and legal guardian
- child, including step-child
- sibling and children of siblings
- father/mother-in-law, brother/sister-in-law, son/daughter-in-law
- any family member who lives with the employee on a permanent basis

POLICY REQUIREMENTS

1. No member of Council, Local Board, Committee of Council or employee who is related to an applicant for a position with the Municipality shall be involved in the interview for the same. The member of Council, Local Board, Committee of Council or employee shall remain neutral and in no

way influence those responsible for selecting and hiring of the position to which the relative has applied.

2. Recruitment of a relative is permissible if the Chief Administrative Officer can establish that:
 - a. standard competition procedures have not been circumvented
 - b. the applicant is the most qualified;
 - c. no undue influence was exerted on the recruiting supervisor, and;
 - d. no potential conflict or difficulties appear to exist.
3. Hiring of individuals by the Municipality outside the Fire Service is subject to the following restrictions:
 - a. the individual must not supervise a relative, or,
 - b. the individual must not be supervised by a relative.
4. Within the Fire Service, hiring of individuals is subject to the following:
 - a. the Fire Chief must not be related to any service member
 - b. Station Chiefs should not be related to any service member assigned to their station
 - c. where and when possible and practical, senior officers must not be directly involved in the "in-station" supervision or direction of the work of their relative
5. This Policy shall apply to the hiring of relatives of all employees, members of Council, Local Boards and Committees of Council.
6. No member of a Local Board, Council Committee or Council shall be an employee of the Municipality, save and except if they are a paid-on-call or auxiliary member of the Fire Service. The member shall resign from such Board, Committee or Council prior to applying for the position, regardless of the type of employment (i.e. full-time, part-time, seasonal, temporary, and contractual).
7. Employees who become related while they are employed by the Municipality must adhere to the same requirements. They cannot work in positions in which one supervises the other, or where one is in a position to exert significant influence over the work or career of the other.