

Anti-Nepotism – B-P-006

Board of Health Policy

1.0 Policy Statement

The Board of Health does not offer employment to individuals whose relationship to a member of the Board of Health or to an employee of the Health Unit is that of a parent, spouse, or child.

The Board of Health also does not offer employment to individuals whose relationship to an employee of the Health Unit is that of a relative when there is direct supervision or functional supervision between the two employees.

The Board of Health does not recognize a request received from an employee of the Health Unit to transfer or apply for an internal job posting or advancement opportunity if the employee is a relative of a Board of Health member or an employee when such action has the potential of creating an adverse effect on the supervision, safety, security, or morale of the other employees or involves a potential conflict of interest.

2.0 Purpose

This policy describes the process recognized by the Board of Health when hiring, transferring, and/or promoting employees of the North Bay Parry Sound District Health Unit or appointing members to the Board of Health.

3.0 Scope / Responsibility

This policy sets out the requirements to be observed by management staff and Board of Health members when hiring/transferring and/or promoting employees for the North Bay Parry Sound District Health Unit or receiving appointments to the Board of Health.

The Board of Health through the Medical Officer of Health/Executive Officer ensures that this policy is implemented.

4.0 Procedure

4.1 Hiring

- External applicants must be advised of this policy when contacted for an interview.
- If the applicant identifies that they are in contravention of this policy, they may elect to either proceed with the interview or withdraw from the competition.
- If they elect to proceed with the interview and are deemed the most appropriate applicant for the position, they are required to consult with their spouse, parent, or child who is either an employee or Board member of the Health Unit and determine the most suitable action to take if they wish to secure employment at the Health Unit.

4.2 Transfer/Internal Posting/Advancement

- Employees of the Health Unit are not permitted to transfer, apply for positions, or be advanced into positions when such action places them in a work environment with their relative that has the potential for creating an adverse effect on supervision, safety, security, morale, and/or involves a potential conflict of interest, as determined by the appropriate Executive Team member in consultation with the Medical Officer of Health/Executive Officer.

4.3 Board of Health Members

- The Medical Officer of Health/Executive Officer ensures that member municipalities and the Province of Ontario are aware of this policy when appointing members to the Board of Health (Appointment of Board of Health Members - [B-G-002](#)).
- Board of Health members are informed of this policy by the Medical Officer of Health/Executive Officer prior to their first Board meeting.

5.0 Definitions

Parent: includes step-parents and parents-in-law

Spouse: as defined in the current collective agreements and management/non-union employment policy

Hiring: includes temporary employment

Child: no age limit attached; includes step-children and child-in-law

Relative: includes direct relative or relative related by marriage

6.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

7.0 References

Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) Appointment of Board of Health Members – [B-G-002](#)
- c) [Quality Assurance Manual](#) (1999).
- d) Records Retention and Management – [WI-HU-108](#)
- e) Collective Agreement – ONA (Current)
- f) Collective Agreement – OPSEU (Current)
- g) Management Non-Union Employment Policy (Current)

External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) *Human Rights Code*, R.S.O. 1990, cH.19, Section 24(i) (d) and Section 10 (1)
<http://www.e-laws.gov.on.ca/index.html>

8.0 Summary of Revisions

2017-04-06 Transferred to the new template. Revisions made to section 1.0 and 5.0.

8.0 Board Policy Development Details

Author: **Human Resources**

Reviewed by: **Josée Goulet**

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