

Town of Port au Port East

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Human Resource Policy

Policy Statement

The Town of Port au Port East does not preclude the employment of relatives, as long as the employment is in compliance with all the existing town policies regarding employment. The town will make employment decisions based on operational needs, individual qualifications, skills, ability, and performance.

Scope

This policy applies to all employees and potential employees; regardless of status or position.

Definitions

To avoid conflict of interest or appearance of a conflict of interest, the term "relationships" covered under this policy, should be interpreted very broadly.

Relationships shall mean two employees (or potential employee) in the relationship of spouse, domestic partners, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson or granddaughter, or any of those relationships arising as a result of marriage. This policy also includes all persons residing in the same household.

Guidelines

An employee of the Town of Port au Port East cannot use their position within the town to the benefit or disadvantage of another employee with whom a relationship exists. Although all such potential misuses of authority cannot be listed here, this could include: assignment of work, providing direction or instructions to members of a work group, assigning or coordinating projects, or engaging in disciplinary/evaluative functions.

During the interview/hiring period, related person(s) may not participate in any employment activities concerning a related individual.

No related person(s) are to be involved in the contract negotiations or performance reviews of other individuals.

No individual involved in a hiring decision shall be given preference as an applicant because of a relationship to a current employee.

No two (2) or more related parties shall have the combined authority to independently contact services or be given collective financial authority.

When there is a relationship between two or more related parties employed by the Town, council will ensure measures are taken to provide a safe, secure and effective workplace, by :

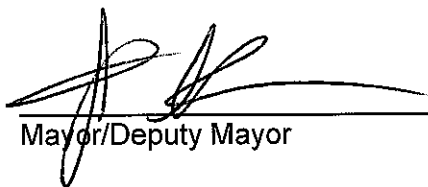
- Ensuring there are means available to each employee to report to alternative authorities.
- Ensuring that alternative Human Resource meetings are accessible to every employee at 6 month intervals.

Should a conflict arise between related parties, Council shall provide supports to all parties. Council shall take discretionary measures to ensure a safe and respectful workplace, which could include termination of party(s).

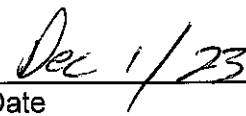
In considering whether a relationship falls within this policy, all employees shall disclose if a relationship or perceived relationship exists between employees or potential employees. Employees are required to notify the town clerk/manager or the council directly of any existing relationships.

Failure to abide by this Policy could result in disciplinary action up to and including termination.

Approval



Mayor/Deputy Mayor



Date