



TOWN OF RAYMOND

Adopted by: Town Council

Motion Number: 2017-192

Authority to Administer: CAO, Department Directors

Policy Number: GP - 2017-18

Policy Name

Hiring Family Policy

Policy Purpose

The purpose of this policy will be to establish processes governing the hiring of family members of Council and existing employees.

Policy Statement

It is desirable to have a hiring family policy that facilitates impartiality during the staffing process and employment.

Policy Procedure

For the purposes of this policy, immediate family is defined as: spouse or partner; mother, father, brother, sister, and the spouse or partner of each; and children of a Town employee or Council member.

In the hiring process, selection panel members shall disqualify themselves from competitions where applicants include immediate family.

Anytime a prospective employee is a member of the immediate family of either a Town Council member or another Town employee, a resolution is required by Council to hire the prospective employee. This procedure applies to permanent positions and does not apply to seasonal staff.

Once hired, family members may work in the same department but no employee shall supervise immediate family unless there are extenuating circumstances, which will be determined by the Chief Administrative Officer. This procedure applies to permanent positions and does not apply to seasonal staff.