

Managing the Employment of Related Persons, Procedure for

<p>Classification Human Resources</p>	<p>Table of Contents</p> <p>1 Purpose 1</p> <p>2 Scope..... 1</p> <p>3 Definitions 1</p> <p>4 Procedure..... 2</p> <p>5 Parent Policy..... 3</p> <p>6 Related Guidelines/Forms..... 3</p> <p>7 History..... 3</p>
<p>Approval Authority President</p>	
<p>Implementation Authority Vice-President (Services)</p>	
<p>Effective Date April 15, 2017</p>	
<p>Last Revision N/A</p>	

- 1 Purpose** The purpose of this procedure is to outline the steps that must be followed to manage the Conflict of Interest that occurs when an Academic Staff Member, Appointee, Employee or Volunteer Appointee is involved in the hiring or employment of a Related Person.
- 2 Scope** This procedure applies to any Academic Staff Members, Appointees, Employees and Volunteer Appointees.
- 3 Definitions** In this procedure:
- a) “Academic Staff Member” means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the collective agreement between the Faculty Association of the University of Calgary and the Governors of the University of Calgary in effect at the relevant time.
 - b) “Appointee” means an individual who is engaged to work for the University, or whose work is affiliated with the University, through a letter of appointment, including adjunct faculty, clinical appointments, visiting researchers and scholars.
 - c) “Conflict of Interest” means a conflict of interest as defined in the University’s Code of Conduct.
 - d) “Dean” means the head of a faculty at the University or the head of the University’s Qatar Campus, or for Academic Staff Members who are not members of a faculty, the most senior administrative person of their school or other unit.
 - e) “Employee” means an individual, other than an Academic Staff Member or Appointee, who is engaged to work for the University under an employment contract.

- f) “Formal Reporting Relationship” means a reporting relationship involving decision-making authority over the formal terms of employment, performance reviews, discipline, compensation and benefits.
- g) “Functional Reporting Relationship” means a reporting relationship involving the supervision of day-to-day work tasks.
- h) “Manager” means, for an Employee or Appointee, the SLT Member who has management responsibility for the department or unit of which the Employee or Appointee is a member. For clarity, this term includes Deans.
- i) “Related Person” means an individual who is directly associated with another individual and includes:
 - i. a parent, sibling and child of the individual;
 - ii. a spouse or domestic partner of the individual; and
 - iii. any other person who is directly associated with an individual.
- j) “SLT Member” means an Employee who, at the relevant time, is designated as a member of the Senior Leadership Team
- k) “University” means the University of Calgary.
- l) “Volunteer Appointee” means a member of the University’s Board of Governors or a committee of the Board of Governors, a member of the Senate or a member of the Board of Directors of the University Alumni Association.

4 Procedure

- 4.1** An Academic Staff Member, Appointee, Employee or Volunteer Appointee will be in a Conflict of Interest when the Academic Staff Member, Appointee, Employee or Volunteer Appointee is involved in the University’s hiring of a Related Person.
- 4.2** A Conflict of Interest exists where an Academic Staff Member, Appointee or Employee is in a Formal Reporting Relationship with a Related Person. A Conflict of Interest may occur either at the time of hire, at a change in employment or when there has been a change in the personal relationship during an existing employment relationship.
- 4.3** The University will manage a Conflict of Interest in an employment relationship in a fair, open and practical manner.

Hiring

- 4.4** An Academic Staff Member, Appointee, Employee or Volunteer Appointee will not take part in the hiring process or decision when a Related Person has applied for employment with the University.
- 4.5** Where applicable Conflicts of Interest pertaining to the appointment, promotion and tenure of Academic Staff Members will be governed by the process set out in the APT Manual.
- 4.6** It is the responsibility of the Academic Staff Member, Appointee, Employee or Volunteer Appointee to recuse themselves from involvement in the hiring process of a Related Person.
- 4.7** The hiring process and the decision to employ any Related Person will be documented.

Reporting Relationship

- 4.8** A Conflict of Interest exists when there is a Formal Reporting Relationship between an Academic Staff Member, Appointee or Employee and a Related Person.
- 4.9** The Academic Staff Member, Appointee or Employee will report the Conflict of Interest to the appropriate Dean or Manager when the Related Person is hired or when there is a change in the employment or personal relationship that results in a Conflict of Interest.
- 4.10** The appropriate Dean or Manager will document the Conflict of Interest and will work with the Academic Staff Member, Appointee, Employee and Related Person to develop a conflict management plan consistent with 4.11.
- 4.11** The conflict management plan will provide that the Academic Staff Member, Appointee or Employee will not have a Formal Reporting Relationship with the Related Person but may have a Functional Reporting Relationship if the circumstances warrant such a relationship. The Formal Reporting Relationship will be between the Related Person and the person to whom the Academic Staff Member, the Appointee or Employee reports. The conflict management plan will be approved by the appropriate Dean or Manager.
- 4.12** The conflict management plan will be reviewed by the Dean or Manager annually.

- 5 Parent Policy** [Code of Conduct](#)
- 6 Related Guidelines/Forms** [Conflict of Interest Disclosure Form](#)
- 7 History**
 - April 15, 2017 Effective.
 - January 1, 2020 Editorial Revision. Updated format and links.
 - September 19, 2022 Editorial Revision. Updated titles.