



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Policy Number	C-11
Date Last Updated	01 November 2005
Approving Sector Head	Director, Human Resources
Policy	CONFLICTS OF INTEREST IN EMPLOYMENT

1. In order that members of the University community and other interested parties can have confidence that the University makes the best possible appointments and treats all its employees fairly, the University established this policy to provide that reasonable precautions are taken to guard against favoritism in hiring and in other employment-related decisions.
2. For the purposes of this policy a person has a conflict of interest when he or she has a personal interest in or might reasonably be perceived to have a personal interest in a decision concerning the employment of another person.
3. Whenever there is such a conflict, the employee with the conflict must inform his or her immediate supervisor of the conflict, and the supervisor must inform the Human Resources Officer (support staff) or President (faculty), as the case may be.
4. In the case of hiring decisions, where there is an appearance of conflict, the Human Resources Officer or President shall decide whether an offer of employment will be made; taking into account all relevant circumstances including whether a reasonable search has been made, the nature of the work to be done, the qualifications of the potential appointee and whether the potential appointee is likely to be the best available person for the job.
5. In the case of other employment-related decisions, (such as salary adjustments, promotions, evaluations and supervision), and the Human Resources Officer or President must ensure that the employee with the conflict does not make the employment-related decision unless a Collective Agreement provides otherwise.
6. In the case where the employee with the conflict must be involved in making an employment-related decision the Human Resources Officer or President must approve a mechanism for monitoring the decision-making process to ensure as much as possible that the decision is made in the best interest of the University unless a Collective Agreement provides otherwise.
7. It is the responsibility of the Human Resources Officer or President to keep records of all cases handled under this policy.