**Purpose:** *This policy is intended to avoid the appearance of impropriety on supervisory relationships involving close family relatives. Additionally this policy discusses close family relatives response to emergencies or, in the case of employees, shift assignment.*

**Policy:**

1. The following definitions are applicable to this policy:

Member: A paid employee or volunteer/career/part-time firefighter.

Close Family Member: Spouse, Child, Mother, Father, Step-Mother, Step-Father, Mother-in-law, Father-in-law, Grand-parent, Brother, Sister, Brother-in-law, Sister-in-law, Aunt, or Uncle (as defined in the Bereavement Leave document). This shall also include domestic partners and those persons having an intimate or dating relationship.

Supervisory Relationship: Where one member is the direct supervisor of a Close Family Member on a regular basis. A Supervisory Relationship exists when one person performs the annual evaluation of another person.

2. A member shall not have any subjective decision making role in any hiring or promotion process where a Close Family Member is an applicant. This shall not apply to firefighter trustees when acting in their trustee capacity.

3. A member shall not have a permanent Supervisory Relationship with a Close Family Member. Permanent means a period greater than 30 days.

4. Close Family Members may not be resident firefighters at the same station except with prior approval of the fire chief. A Close Family Member shall not be assigned to a station where another Close Family Member is a resident firefighter without prior approval of the fire chief.

5. A career or part-time member shall not be permanently assigned to the same station AND shift as a Close Family Member. Close Family Members MAY be assigned to the same shift, as long as they are not permanently assigned to the same station.

6. Close Family Members are discouraged from riding on the same company together, when reasonable and practical. However, emergency circumstances may dictate otherwise.

7. A chief officer may approve Close Family Members working at the same station and shift on a temporary basis in overtime and trade situations. If chief officer approval is not given, the temporary reassignment of personnel may occur. Each situation is decided on the circumstances at the time, and shall not be construed as, or relied upon as, precedent setting.

8. It must be noted that there are many possible scenarios concerning Close Family Members. The Chief Officers shall have the final authority to determine compliance with this policy, as well as determine applicability and interpretation. Each situation is decided on the circumstances at the time, and shall not be construed as, or relied upon as, precedent setting.

9. A Supervisory Relationship between Close Family Members may be created due to promotion. Should this occur, the following will take place to prevent Close Family Members from being permanently assigned to the same shift and station.

 Volunteers to change shift or station will be sought. First volunteers sought would be at the rank of the newly promoted member. If no such volunteers step forward, then volunteers at the same rank as the Close Family Member who was not promoted will be sought.

 If there are no members of either rank volunteering for station or shift change, the fire chief will exercise his/her existing discretion to assign members to stations and shifts. Seniority may be a consideration, but shall not be the only consideration.