



Medicine Hat College Procedure WORKPLACE RELATIONSHIPS

Procedure #: PR-HR-05-01
Procedure Authority: Director, Human Resources
Executive Sponsor: Vice President, Administration and Finance
Approved by: Vice President, Administration and Finance
Effective Date: 8/15/2016

1. PURPOSE

The purpose of this procedure is to outline the responsibilities and process to be followed in the event that a Workplace Relationship needs to be declared.

2. SUPPORTING

- HR-05 Workplace Relationships (the **Policy**).

3. DEFINITIONS

All terms used throughout these procedures shall have the meaning ascribed to as such under the Policy.

4. PROCEDURE

4.1 Disclosure

- (a) An employee will report in writing to their supervisor, any situation in which they develop a personal relationship with another member of the College community as outlined in sections 5.4 through 5.7 of the Policy inclusive.

4.2 Review

- (a) In the event that a supervisor receives a report of conduct which appears to be in conflict with these guidelines, that supervisor, in consultation with Human Resources, shall take appropriate action.
- (b) The supervisor will contact the Director of Human Resources advising them of the situation and seek assistance. If the matter is resolved at this level, the Director of Human Resources will take appropriate action which can include placing a letter on the employee's file with a copy to the employee, indicating the manner in which the matter has been concluded.
- (c) In the event the issue cannot be mutually resolved, the Director Human Resources will refer the matter to the Vice President of the appropriate area for further action.

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- (d) In the event that the situation involves direct reports of the President, the matter will be referred to the President for resolution.
- (e) In the event that the situation involves the President, the matter will be referred to the Chair of the Board.
- (f) Substantiated cases of failure to follow this policy may be cause for disciplinary action, up to and including termination of employment for just cause.

ORIGINAL COPY SIGNED

Wayne Resch
Vice President, Administration and Finance

Date: August 15, 2016

DOCUMENT HISTORY

August 2016: Procedure approved