

POLICY NO:	PE 025
POLICY TITLE:	EMPLOYEE PECUNIARY INTEREST
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	06-12-01 (December 2001)
REVISION DATE:	
REVIEW DATE:	June 16, 2015

Policy Statement:

The County of Vermilion River No. 24 recognizes and has no objection to employees who may have secondary income sources provided that it does not hinder the carrying out of their job description responsibilities and that the employee realizes that they must declare a conflict of interest if/when it exists.

The County of Vermilion River No. 24 needs to be made aware of any pecuniary interest an employee may have in respect to immediate families of an employee when a conflict of interest may exist.

The County of Vermilion River No. 24 wishes to protect the decision making process from negative public perception as much as possible and any influence from any employee who has a pecuniary interest in a matter, and wishes to protect their employees by clarifying when they must declare a conflict of interest.

Background:

Pecuniary Interest for Councillor is regulated in the Municipal Government Act, in Sections 169-173 as well as other sections, however no regulations are listed in that statute for municipal employees. The MGA outlines a provision for a bylaw to require disclosure of pecuniary interests of councilors. (Refer to County of Vermilion River No. 24 By-Law 01-19)

Definitions:

Pecuniary / Conflict of Interest - means a matter that could affect the employee or the employer of the employee or the employee's immediate family monetarily - means a situation whenever the employee has loyalties to two different parties or roles, that may have monetary compensation connected to them.

Primary Income Source - means the County is the primary income source for all employees of the County who are working full time whether that is on a permanent or seasonal basis

Secondary Income Source - means any other job or investment participated in with the intent of providing additional income in a venture that may be a conflict of interest, except as an investor with less than 5% of the voting shares.

Influence - means a situation where the employee has authority or control over information presented to the public, suppliers, other County department personnel or the Council of the County of Vermilion River No. 24 on a decision or a monetary transaction being considered.

Immediate Family - means the employee's spouse, employee's children, parents of the employee or the parents of the employee's spouse

Procedures

Declaration of Pecuniary Interest:

1. an employee must make their supervisor and/or the County Administrator aware of any secondary income that may cause a pecuniary interest for themselves or their immediate family within 14 days of this situation existing
2. the supervisor shall consult with the County Administrator to confirm what restrictions if any are required by the employee - a letter of acknowledgement shall be provided to the employee, with a copy put in their personnel file outlining that pecuniary interest together with a notation on if or when their influence could be a conflict of interest and any restrictions that may apply regarding this particular matter
3. any employee, who has authority or influence over a decision or over information presented to Council for a decision to be made, has an obligation to notify their supervisor of their need to decline participation in that process
4. transparency is required in order to protect employees and the County therefore employees are encouraged to err on the side of caution when deciding to disclose a matter

Guidelines

Failure to comply with the above procedure when a conflict of interest or pecuniary interest exists may result in disciplinary action, up to and including dismissal.