

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Employing Family Members Policy  
**Document No:** 1.1.2 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



*Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.*

*This document outlines the Diocesan policy on Employing Family Members. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).*

The recruitment policy of "the employer" is to hire the best qualified person available for a particular position. The purpose of this policy is to ensure that all job applicants are considered impartially and on their own merits.

In selecting new staff members and in evaluating existing staff members, it is necessary for certain individuals to judge the performance of other individuals. If family and/or other personal relationships are involved, it may be difficult to make objective, unbiased judgements. To avoid individuals being placed in the position of having to make evaluations of members of their own immediate families or household, the following policies will apply to all staff members.

No person employed by "the employer" shall work directly for or under the supervision of another member of his/her immediate family or household, even if one or more levels removed. No person employed by "the employer" shall work on the same team as a member of his/her immediate family or household without prior approval of the Bishop.

### **Scope of this policy**

For the purpose of this policy immediate family includes husband and wife, son and daughter (including stepchildren), brother and sister, grandchild, civil partner, son-in-law and daughter-in-law, parent, grandparent, father-in-law, mother-in-law, brother-in-law and sister-in-law. Household includes individuals regularly sharing the staff member's residence.

*For further information please contact:*

HR Advisor  
 Elphin Diocesan Office  
 St. Mary's  
 Temple Street  
 Sligo F91 KTX2  
 Email: [hr@elphindiocese.ie](mailto:hr@elphindiocese.ie)  
 Mobile: 087 240 4882