



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
<i>Employee Involvement in Election to Public Office</i>	<i>NEW 502 (old 505)</i>
<i>Directional Policy</i>	
<i>Employee Relations - 500</i>	

Title of Administrative Procedure:

Employee Involvement in Election to Public Office

Date Approved:

October, 2021

Projected Review Date:

October, 2026

Directional Policy Alignment:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board recognizes that employees, as citizens of Canada, have the right and duty to participate in the democratic process, including the right to seek election to public office. This Administrative Procedure provides clear and consistent processes for allowing employees the time necessary to campaign and to serve in the capacity of an elected official while continuing to fulfill their obligations to the Board.

Alignment with Multi-Year Strategic Plan:

This Administrative Procedure supports the “Being Community” pillar by encouraging employees to participate in the democratic process, including seeking public office.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

Employees seeking public office shall recognize and continue to fulfill their obligations to the Board, as well as ensure to comply with the following directions:

1. An employee seeking public office may request a leave of absence without pay or other benefits for the purpose of campaigning. This request must be made at least two weeks prior to the commencement of the leave.
2. The leave of absence shall be granted for the duration of the writ period plus three days.
3. Employees shall carry out campaign related activities only during the period of time outside their normal working hours and off Board premises.
4. While campaigning for public office, Employees will not use Board facilities, equipment, or materials, or make use of the schools or students for the distribution of campaign materials.
5. If elected as a Member of Federal or Provincial Parliament, the employee will be granted a leave of absence without pay or other benefits in order to serve one term of office.
6. If elected to Municipal government or to a board, the employee may be granted leave of absence without pay when such leave is required to attend regular or special meetings of the body to which he/she has been elected, subject to the approval of the Director of Education.
7. During the leave of absence, for the purpose of campaigning or for serving the term of office if elected, the employee will have the option of maintaining benefits coverage at his/her own cost.
8. At the end of the term of office, the employee will be offered a position with the Board for which the person is qualified.
9. If the employee is elected to a second term of office, the employee will resign from the Board.
10. If the employee does not return to duty following the completion of his/her term of office, the employee will resign from the Board.

11. Peterborough Victoria Northumberland and Clarington Catholic District School Board employees, in their capacity as employees of the Board, will not:
- a) assist in the distribution of campaign materials;
 - b) assist in the recruitment of workers for an election campaign;
 - c) allow election materials to be distributed or posted on Board premises except where the material is required in a curriculum program dealing with the election process;
 - d) favour any candidate for public office in any school or Board publication;
 - e) engage in political activity during normal working hours.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring the alignment of the Employee Involvement in Election to Public Office Administrative Procedure with the Employee Relations Directional Policy.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring principals are consistent with the application of this Administrative Procedure.
- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.

Principals and Vice-Principals are responsible for:

- Ensuring that all staff are aware of the requirements under this Administrative Procedure.

Staff are responsible for:

- Complying with the directions and requirements under this Administrative Procedure.

Progress Indicators:

- The Board will support employees seeking election to public office, and employees will understand and fulfill their obligation to the Board.

Definitions:

- Public Office - any elected office of the federal, provincial or municipal government, or any similar elected board or office.