

<b>ADMINISTRATIVE PROCEDURES</b>	
Administrative Procedure Section <b>HUMAN RESOURCES</b>	Policy Number <b>505</b>
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## **ADMINISTRATIVE PROCEDURE TITLE**

Employee Involvement in Election to Public Office

### **1.0 ADMINISTRATIVE PROCEDURE**

- 1.1 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.
- 1.2 The leave of absence will be granted from the day before the last day of nominations to the second day after the elections but will not, in any case, be longer than two months.
- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 At the end of the term of office, the employee will be offered a position with the Board for which the person is qualified.
- 1.7 If the employee is elected to a second term of office, the employee will resign from the Board.
- 1.8 If the employee does not return to duty following the completion of his/her term of office, the employee will resign from the Board.

- 1.9 The employee, while campaigning for public office, will not use Board facilities, equipment, or materials, or make use of the schools or students for the distribution of campaign materials.
- 1.10 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.

## **2.0 TERMS AND DEFINITIONS**

### **2.1 PUBLIC OFFICE**

Member of Federal or Provincial Parliament  
Member of Municipal Government  
Trustee of a Board

## **3.0 REFERENCES/RELATED DOCUMENTS**

## **4.0 RELATED ADMINISTRATIVE PROCEDURES**

## **5.0 RELATED FORMS**

## **6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE**

November 2016

## **7.0 APPROVED BY BOARD**

March 28, 2006

**8.0 EFFECTIVE DATE**

November 22, 2011

**9.0 REVIEW BY**

Administrative Council

**10.0 LAST REVISION DATE**

November 22, 2011