

Policy Name:	ELECTED OFFICE	 <p>coast mountain college</p>
Approved By:	President's Council	
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Policy Holder:	Director, Human Resources & Payroll	
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Category:	Human Resources	

## ELECTED OFFICE (Excluded Staff)

### 1.00 PURPOSE

The College's Elected Office Policy is intended to provide direction and encourage Excluded staff members to take part in municipal, provincial or federal politics, and to provide job security should an employee be elected to office and later wish to return to the College.

### 2.00 SCOPE

This policy applies equally to all Excluded employees of the College. Excluded employees are defined as excluded from membership in a bargaining unit. Members of a bargaining unit are covered under the terms of their collective agreements.

### 3.00 POLICY STATEMENT

To ensure employees of the College are encouraged, and able to apply for and hold Public Office while ensuring there is no conflict of interest with the employer or their employment duties. The purpose of this policy is to reduce the potential for a conflict of interest and to provide the Employee reasonable job security should an Employee be elected to office as defined herein.

An employee elected to a municipal or school board office must ensure that the duties of that office do not impinge on the employee's normal working hours.

This policy applies to employees not covered by any of the College's collective agreements.

#### 4.00 POLITICAL ACTIVITY

Political activity, for the purposes of this Policy, includes pursuing or holding federal or provincial office, and pursuing or being elected to municipal city council or similar offices, and includes appointment to special committees of the city or municipality, regional hospital boards, school boards, or other similar office where compensation is provided.

#### 5.00 GOVERNANCE

The Board of Governors is responsible for approving the College's overall framework and terms of employment for the Excluded group. The College President and CEO is responsible for the daily administration of the institution, including but not limited to establishing administrative policies. This Policy is a Human Resources administrative policy.

#### 6.00 CONDITIONS

The employee must not use any College resources/assets during any nomination process for personal or political gain. This includes but is not limited to; College phones, computers, Human Resources, facilities and other natural resources. The employee is expected to fulfill all aspects of their employment agreement with the College and follow all aspects of the "Employee Code of Conduct Policy". The employee must not engage with other college employees, to solicit their support during the regular business hours of the College while on the College's premises. The employee must not represent to speak on behalf of the college in the nomination or campaign process. Violation of this policy will result in immediate "termination with cause".

Before employees may receive remuneration as municipal or school board officers, they must seek the approval of the appropriate Executive. Where Municipal Council or School Board Meetings are held during the employee's normal working hours, the employee shall be granted a temporary leave of absence, without pay, for the purpose of attending such meetings. Alternatively, the Employee, with the approval of the appropriate Executive, may provide a plan to make up the time they are away from their employment duties.

An employee who becomes a Member of the Legislative Assembly or a Member of the House of Commons may will be granted leave of absence without pay for up to a maximum of five years, commencing with the start of their term in office. Upon completion of any leave of absence the employee may return to the College at the same

rate of pay and same grid level but job title and scope of duties may differ, by providing 60 days' notice.

Employment with the College shall be deemed to be terminated when an employee becomes either a provincial or federal Minister of the Crown.

#### 7.00 PROCEDURE

An employee shall apply in writing to their Supervisor advising their intention to seek the nomination for election to a public office. The employee will meet with their supervisor to discuss this policy, and develop a conflict of interest agreement setting out the terms and conditions of the employees activities during the lead up to the election. The supervisor will confer with the Human Resource Department to finalize the conflict of interest agreement.

Once an employee has been formally accepted as a party nominee, the employee, may request various leaves that they are entitled to under their terms of employment. This request for unpaid leave must include all details of the intended leave; including start and anticipated end dates, requests for usage of vacation entitlements and all other relevant information. During this leave, the employee agrees to follow all the terms and conditions as outlined in the College's "Employee Code of Conduct" Policy.

In reviewing a request for leave of absence prior to the election, the Supervisor's primary consideration shall be the operational requirements of the organization. The Supervisor may grant (or recommend to the appropriate College Executive) leave of absence without pay for up to 60 days immediately preceding the date of election for an employee to seek nomination or election to office.

An Excluded employee that is elected to federal or provincial office shall be granted unpaid leave of absence for up to a maximum of five years commencing with the start date of their term of office.

#### 8.00 RELEVANT LINKS & RESOURCES

- Employee Code of Conduct Policy