



INDEPENDENT PROCEDURE

Title: **EMPLOYEES SEEKING/HOLDING
PUBLIC OFFICE**

Procedure No.: **9033**
Effective Date: **2001 Oct. 23**

Department: Organizational Support Services – Human Resources

Reference(s): - Collective Agreements

The Thames Valley District School Board recognizes the importance of elected municipal, council, provincial or federal legislatures (“public office”) and as such, has committed to the following:

- 1.0 Employees may be released from their assigned duties to campaign for public office under the following circumstances:
 - a) An employee intending to run for public office shall inform the immediate supervisor in writing of that intention. The supervisor shall advise the Secretary of the Board (i.e. the Director) and the Associate Director, Organizational Support Services or designate.
 - b) The employee must apply for and receive approval for a leave of absence without pay for a specified period in accordance with the terms of their collective agreement, if applicable, or under other written terms and conditions of employment.
- 2.0 An employee who has been elected to public office may be granted a leave of absence without pay by the Associate Director, Organizational Support Services or designate as outlined below:
 - a) An employee elected to either municipal council or provincial or federal legislature shall be granted an unpaid leave of absence by the Associate Director, Organizational Support Services or designate at a time mutually agreeable to the employee and the Board.
 - b) Such leave provisions will be determined in accordance with the employee’s collective agreement, if applicable, or other written terms and conditions of employment. In the absence of employee leave provisions (specifically relating to public office), an employee elected to public office shall be granted an unpaid leave of absence by the Associate Director, Organizational Support Services or designate for one (1) term of public office.
 - c) On the last day of active employment, prior to the commencement of the unpaid leave, the employee will return all Board owned assets, including security ID badge or keys (if applicable) and will not have access to the Board’s communication systems.

Administered By: Organizational Support Services – Human Resources

Amendment Date(s): 2017 April 25

- d) Should an employee, who has been elected to public office and been granted a leave, return to active employment with the Board for a period of at least three (3) years, the leave provisions will apply again to that employee.
- e) Having been elected to a public office, an employee may be granted, if necessary, up to one (1) day's leave of absence without pay, in accordance with the provisions of their collective agreement or terms of employment, to attend the initial organizational meeting.
- f) An employee who has been granted an unpaid leave to campaign for public office may continue benefit participation at their cost subject to any different rules under a collective agreement, if applicable. Subject to any OMERS or TPP rules and collective agreement provisions, the employee may continue to accrue pension service with no cost to the Board.
- g) An employee who has been granted an unpaid leave for serving in public office, is not eligible for continuation of benefit coverage, nor pension service unless allowed by OMERS or TPP which shall not result in any cost to the Board.
- h) An employee who leaves public office prior to completion of their elected term is not entitled to return prior to the expiry of their original leave unless the Associate Director, Organizational Support Services, in their sole discretion, agrees.
- i) The terms of any unpaid leave may be disclosed by the employee as required by any campaign rules or rules of Council or any legislature.
- j) An employee on an unpaid leave from the Board shall disclose or declare any actual or potential conflict of interest as required by law or any council or legislative rules, procedures or direction.