

## **Administrative Procedure 411 - Staff Participation in Public Service/Political Activities**

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### **Background**

The Division recognizes the democratic right of its employees to seek elections to public office and/or render political service at the federal, provincial or local level,

### **Definitions**

*Political office* includes any position in the Federal Parliament of Canada, Provincial Legislature of Alberta and any governmental board or agency of Canada or Alberta.

### **Procedures**

1. Employees must maintain a level of job performance acceptable to their immediate supervisor and consistent with contractual obligations and employer expectations.
2. The employee must not become involved in activities which are, or may be, a conflict of interest or are prohibited by legislation/regulation.
3. The employee considering public office or membership on a government board/agency shall discuss any job related implications with the Superintendent prior to making the decision.
4. The cost of the substitute, if required, shall be the responsibility of the employee or the sponsoring political office.
5. The Superintendent may grant a leave of absence without pay and without benefits to an employee when the employee is seeking election to a political office.
6. A full-time leave of absence without pay and without employer contributions to benefit premiums for the duration of the current government (up to five years) may be granted to employees elected to the Federal Parliament or the Provincial Legislature. Such leave will be subject to the receipt of resignation from any supervisory, management or administrative appointment with the Division.
7. A leave of absence without pay may be granted to employees elected to public office in the local municipal government or a position on a government board/agency in order for them to carry out responsibilities associated with such an office. In cases where attendance at meetings or other duties associated with political office requires a significant number of absences on a regular basis, resignation from a supervisory, managerial or administrative designation may be required by the Superintendent.

8. A leave of absence in this Administrative Procedure is for one term of political office. A leave of absence will not be granted to an employee for a second term of political office.
9. At least thirty (30) days' written notice will be required from employees requesting a return to regular duties, and the employee will be offered the first suitable available opening. Until such a position becomes available, the employee shall remain on leave without pay and without Division contributions to benefit premiums.
10. Employees on leave for political office reasons shall not accrue years of service. Employees on leave for political office reasons will not be protected from the application of any staff reductions, program changes or organizational changes made within the Division while they are on such leave.
11. While in a political office, or while seeking a political office or when engaging in electioneering, an employee of the Division must not bring the reputation of the Division into public disrepute or ridicule nor make use of any Division facilities or resources to further their campaign.

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Reference: Section 33, 52, 53, 197, 204, 220, 225 Education Act  
Local Authorities Election Act  
Employment Standards Code  
Labour Relations Code  
Section 248L, Canada Tax Act  
Canada Income Tax Regulation 6801  
Collective Agreements

Effective: 1997-11-13

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