

Policy Name:	ELECTED OFFICE	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	December 6, 2016	
Next Scheduled Renewal Date:	November 2021	
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Human Resources	
Policy Number:	HMR-002	

## ELECTED OFFICE POLICY

### 1.00 PURPOSE

- 1.1 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 DEFINITIONS

- 2.1 **Excluded Employees:** Employees who are excluded from membership in a bargaining unit.

### 3.00 SCOPE

- 3.1 This policy applies equally to all Excluded Employees of the College.
- 3.2 Members of a bargaining unit are covered under the terms of their collective agreements.

### 4.00 POLICY STATEMENT

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 This policy applies to Employees not covered by any of the College's collective agreements.

5.00 POLITICAL ACTIVITY

- 5.1 Political activity, for the purposes of this policy, includes:
- a) pursuing or holding federal or provincial office
  - b) pursuing or being elected to municipal city council or similar offices
  - c) appointment to special committees of the city or municipality, regional hospital boards, school boards, or other similar office where compensation is provided.

6.00 GOVERNANCE

- 6.1 The Board of Governors is responsible for approving the College's overall framework and terms of employment for the Excluded group.
- 6.2 The College President & 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.

7.00 CONDITIONS

- 7.1 The Employee must not use any College resources or 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.
- 7.2 The Employee is expected to fulfill all aspects of their employment agreement with the College and follow all aspects of [HMR-001, Employee Code of Conduct Policy](#).
- 7.3 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.
- 7.4 The Employee must not represent to speak on behalf of the College in the nomination or campaign process.
- 7.5 Violation of this policy will result in immediate termination with cause.

8.00 REMUNERATION

- 8.1 Before Employees may receive remuneration as municipal or school board officers, they must seek the approval of the appropriate Executive.
- 8.2 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.
- 8.3 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.

9.00 LEAVE OF ABSENCE

- 9.1 An Employee who becomes a Member of the Legislative Assembly or a Member of the House of Commons may be granted leave of absence without pay for up to a maximum of five years, commencing with the start of their term in office.
- 9.2 Upon completion of any leave of absence, by providing 60 days' notice 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.

10.00 TERMINATION

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

11.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

11.1 [HMR-001, Employee Code of Conduct Policy](#)

11.2 [HMR-002P, Elected Office Procedure](#)

12.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Dec 6, 2016		President's Council