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

ELECTED OFFICE PROCEDURE

1.00 PURPOSE

- 1.1 This procedure provides details of the steps to be followed when an employee intends to seek office.

2.00 DEFINITIONS

- 2.1 None

3.00 INTENTION TO SEEK OFFICE

- 3.1 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.

4.00 REQUEST FOR LEAVE

- 4.1 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.
- 4.2 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.
- 4.3 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.

5.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

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

5.2 [HMR-002, Elected Office Policy](#)

6.00 HISTORY

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