

## Administrative Procedure 410

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# INVOLVEMENT IN MUNICIPAL, PROVINCIAL AND FEDERAL GOVERNMENT

### Background

The priority of all staff members of the Division is to provide the best educational experience possible to our students. The Division recognizes that staff member involvement in municipal, provincial and federal government may necessitate occasional absences from school.

The Division supports staff member involvement in municipal, provincial and federal government, providing service to students is not compromised.

### Procedures

1. Staff members shall not allow election materials to be distributed or posted on Division premises except where the material is required in a subject area of the curriculum dealing with the election process.
2. Staff members shall not use their time at school to recruit workers for an election campaign.
3. Staff members shall not favour any candidate for public office in any school bulletin or newsletter.
4. Staff members shall not engage in any political activity during normal working hours unless a leave of absence has been obtained.
5. Any absences from duties to campaign or to perform governmental duties will require loss of pay. Quarter day modules will form the basis of the computation of the pay deduction.
  - 5.1 All requests for time off to perform governmental duties, including a leave of absence, shall be received by the Superintendent two weeks prior to the leave date.
6. A special leave of absence, without pay, will be granted for one term of office should a staff member of the Division be elected to a governmental office.

Reference: Section 60, 61, 113, School Act

