



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: EMPLOYEE INVOLVEMENT IN MUNICIPAL, PROVINCIAL AND FEDERAL ELECTIONS
POLICY NO: H.M.25

Date Approved: August 19, 1982	Date of Next Review: September, 2023	Dates of Amendments: Reviewed: September 20, 2018
Cross References: Municipal Elections Act, 1996 Election Act, R.S.O. 1990		
Appendix		

Purpose:

This policy sets out parameters for TCDSB employees regarding their involvement in elections when performing their duties as an employee.

Scope and Responsibility:

This policy applies to all employees of the TCDSB. The Director is responsible for this policy with the support of the Human Resources department.

Alignment with MYSP:

- Living Our Catholic Values
- Strengthening Public Confidence
- Inspiring and Motivating Employees



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Policy:

Toronto Catholic District School Board employees, when performing duties which are expected to be performed as employees of the Board, shall not support, or in other ways assist, candidates for public office. As a private citizen, a Toronto Catholic District School Board employee is free to exercise all democratic privileges enjoyed by every Canadian citizen.

Regulations:

1. Toronto Catholic District School Board employees, in their capacity as employees of the Board:
 - a) shall not assist in the distribution of campaign materials;
 - b) shall not assist in recruiting workers for an election campaign;
 - c) shall not allow election materials to be distributed or posted on Board premises except where the material is required in a subject area of the curriculum dealing with the election process;
 - d) shall not provide lists of students, parents or staff to any person;

Between nomination and election day:

- e) shall not favour any candidate for public office in any school bulletin;
- f) shall not engage in any political activity during normal working hours unless a leave of absence has been obtained.



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2. Unless the needs of the Board otherwise dictate, and unless the applicable collective agreement provides specifically for leave for the purpose, Toronto Catholic District School Board employees who wish to become candidates for election to public office may be granted leave of absence without pay or other benefits, upon written request.

- a) For the election process, a leave of absence shall not commence earlier than the last day for filing nomination papers for the office sought, and end on the day following the election day but, in any event, the period of leave shall not exceed:
 - i) for Member of Parliament of Canada or for Member of the Legislature of Ontario, 20 successive working days;
 - ii) for member of municipal council, or for local board thereof, where elected by electors from the whole of the municipality, 10 successive working days; and
 - iii) for other municipal office or school trustee, 5 successive working days.
- b) An employee who intends to seek election for, or is elected to public office and wishes leave for this purpose, shall deliver a written request to the Director of Education not less than 45 days prior to the date upon which the leave of absence is to commence.
- c) No later than 15 days after receipt of the request, the Director of Education shall advise the employee whether the leave will be granted and so report to the Board.



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3. Employees Elected to Public Office

- a) If an employee is elected to office, such leave may be granted or extended at the discretion of the Director of Education, having regard to the position of the employee and the needs of the Board from time to time, and will be so reported to the Board.
- b) An employee whose request for leave is refused may appeal in writing to the Board, whose decision shall be final.

Definitions:

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

Workplace supervisors as well as the Human Resources department will ensure employees abide by the parameters set out by this policy and keep record of employees elected to public office.