
Excluded Employees Political Activity

Policy Number:	H-1.09
Category:	Human Resources
Effective Date:	June 10, 2021
Approval Process:	Administrative
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Date Last Reviewed:	June 2021

POLICY

It is recognized that as a community organization the College has a responsibility to encourage community involvement of its employees.

PURPOSE

To outline the responsibilities of excluded employees seeking office or appointments in the community or Government.

SCOPE

Applicable to Excluded Employees.

PROCEDURE

Notwithstanding the foregoing, the President is viewed as non-partisan of necessity, and may not run for elected office unless written approval of the Board is granted.

All other excluded employees are to be governed by the following guidelines:

A. Municipal, School, Regional District, Hospital, First Nation and Appointed Boards

Employees may seek appointment or election to municipal, regional district, hospital, and school board office provided that:

- i) the duties of the municipal, regional district, hospital or school board do not impinge on the responsibilities of the College employee;
- ii) there is no conflict of interest between the duties of the municipal, regional district, hospital or school board and the duties of the College position.

When municipal council, regional district, hospital or school board meetings are held during the employee's normal working hours, the employee may negotiate with the President whether this time off

is with or without pay and will take into account any remuneration received as a result of holding office, as well as time put into College work outside normal office hours.

B. Federal, Provincial or any First Nation Offices

There are no restrictions on employees engaging in political activities on their own time as campaign workers. If an employee is nominated as a candidate for election, the employee may request leave of absence without pay to engage in the election campaign. If elected, the employee may, upon written request, be considered for leave of absence without pay for a term certain. In reviewing the request for leave, the President will consider relevant factors such as length of service, difficulty of filling the vacant position on a temporary basis, etc.

DEFINITIONS

N/A

STAKEHOLDERS

Northern Lights College Excluded Employees

RELATED POLICIES AND REFERENCES

H-1.11 Respectful Workplace

H-1.13 Standards of Ethical Conduct

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	June 1983		
Reviewed	May 2001		
Revised/Reviewed	June 2021	VP, People & Institutional Strategy	

Next Scheduled Review Date

June 2025