



ADMINISTRATIVE PROCEDURE 408	
SECTION: PERSONNEL & EMPLOYEE RELATIONS	
Adopted/Original Date of Issue	2004
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Contact	Superintendent of Human Resources & Employee Services

Public Office

Background

The Renfrew County District School Board (RCDSB) recognizes that its staff members are valued members of their communities and are able to make important contributions to their communities through public service.

The RCDSB recognizes that staff members have the right as citizens to serve the public interest as elected officials. However, the district strongly holds the conviction that its primary purpose is to promote and safeguard the welfare and education of its students and that all other considerations must be subordinate to the welfare of students.

This administrative procedure sets out the district’s requirements with regard to staff members who hold public office.

Procedure

Municipal Office

1. Any staff member who decides to become involved in public service shall be aware that no exceptions can be made to performance expectations and that the district’s responsibility is to ensure that there is no decline in the level of service to the students or district.
2. When staff members hold municipal office they may apply for a maximum of two (2) days of special leave per year for service with the municipality. Such leave, if granted, shall be charged to special leave as set out in the appropriate agreement or administrative procedure. Special leave for any reason may not exceed five days.
3. If a staff member desires additional leave to serve the municipality, he or she shall seek such leave by application (an unpaid leave of absence of 6 months or more).

When any staff member has decided to seek public office in the Ontario Legislature or the Canadian House of Commons, the following requirements are to be carried out:

1. The staff member shall inform his or her immediate supervisor of the intent to seek such office, the date of the election and the commencement of the campaign, and other relevant details of the staff member's plan.
2. The staff member and supervisor shall establish a mutual agreement for the provision of a leave of absence, without pay, which would permit the staff member to have the necessary time free from duties, but which would also take into consideration the availability of a satisfactory replacement, the necessary training of the replacement, and especially in the case of academic staff, the continuity of the programs for the students.
3. This plan for leave shall be submitted to the Director of Education or designate who shall approve the plan as submitted, reject the plan, or modify the plan.
4. If the staff member is successful in the election, he or she may apply for a leave of absence from the Director of Education for a period of not more than two years, subject to AP - 427. At the end of the two-year period, the staff member must resign.

Legal Reference

- [Collective Agreements](#)

Procedure History

Approved:	Sep 2012; Dec 2019; Nov 2021
Reviewed:	Apr 2018; Dec 2019; Oct 2021
Revised:	Sep 2012; Oct 2021