



**EMPLOYEE CANDIDATES FOR  
POLITICAL ELECTION PROCEDURE**

<b>Procedure Type:</b>	Institutional	<b>Initially Approved:</b>	October 30, 1988
<b>Procedure Sponsor:</b>	Vice President Administration	<b>Last Revised:</b>	December 8, 2020
<b>Administrative Responsibility:</b>	Human Resources	<b>Review Scheduled:</b>	December 2025
<b>Approver:</b>	President and CEO		

**A. SCOPE**

This procedure applies to all AUArts employees.

**B. PROCEDURES**

**1. Federal/Provincial:**

An employee who seeks a candidacy for Federal or Provincial elections, shall be granted a leave of absence without pay upon written request. The employee shall provide as much notice as is possible. An employee who seeks nomination, and then subsequently becomes elected as a Member of Parliament or a Member of the Legislative Assembly shall resign from appointment of employment with the University immediately upon election to Government.

**2. Municipal/School Boards:**

An employee who seeks nomination and then subsequently becomes elected at Municipal or School Board levels, shall maintain employment commitment to the University; however, they must disclose any potential conflict of interest as per the Code of Conduct Policy. Should a conflict of interest arise or the employee’s ability to perform their job be negatively impacted, the employee shall complete a Conflict of Interest Disclosure Form immediately or, if the conflict cannot be mitigated, either resign from their external appointment or resign from employment at the University.

**3. Civic Boards/Committees:**

An employee who is invited to serve an appointment on Government or Civic Boards and Committees shall maintain employment commitment to the University; however, they must disclose any potential conflict of interest as per the Code of Conduct Policy. Should a conflict of interest arise or the employee’s ability to perform their job be negatively impacted, the employee shall complete a Conflict of Interest Disclosure Form immediately or, if the conflict cannot be mitigated, either resign from their external appointment or resign from employment at the University.

**C. RELATED POLICIES**

- Code of Conduct Policy

**D. REVISION HISTORY**

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)