



Employee Participation in Political Activity

Background

These guidelines detail KTCEA's support of employee participation in the political process.

Guidelines

KTCEA recognizes that its employees may make contributions to political office and that they have the democratic right to become involved in politics at various levels of government or public service.

KTCEA approves of employees seeking election to local Band, provincial or federal governments or, with the authorization of the Superintendent, sitting on Government committees that may be of benefit to KTCEA.

Employees Seeking Election

Employees seeking election shall advise of the potential duration of their absence from work during the election campaign or election period. Depending on the time required to seek the nomination, and/or if their activities will interfere with their KTCEA responsibilities, the employee may be required to take a leave of absence without pay.

An employee who becomes a nominee for an elected position at the local, provincial or federal level, shall take a leave of absence without pay.

If the employee is unsuccessful in their bid for elected office, they shall return to their former employment status.

An employee elected to any of Kee Tas Kee Now Tribal Council Member Nation Chief or Council positions may request a leave of absence or submit a letter of resignation from their employment with KTCEA. The request for leave and the terms thereof shall be at the discretion of KTCEA.

An employee elected as MLA or MP may request a leave of absence or submit a letter of resignation from their employment with KTCEA. The request for leave and the terms thereof shall be at the discretion of KTCEA.

Subject to operational considerations, KTCEA may, upon request, grant a leave of absence to an employee without pay during their participation in canvassing, electioneering or other political activities prior to said election.

Approved Committees

When sitting on an approved committee, the employee shall at all times maintain a level of job performance acceptable to their immediate supervisor and consistent with their contractual obligations and KTCEA expectations. An employee sitting on a government committee must ensure that their activities do not pose an actual or perceived conflict of interest relative to their duties with KTCEA.

Elections

In most circumstances KTCEA's hours of work provide sufficient time outside of working hours to meet legislated time off for voting requirements. If the employee's schedule does not provide

sufficient time off to comply with legislated requirements, KTCEA will make the necessary arrangements.

Employees whose KTCEA work location is distant from their polling location should vote either in an advance poll or by using another legal method.

These guidelines apply to all KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

#	Procedure	Roles & Responsibilities
1.	Notifying their supervisor, branch director and Superintendent of their intent to seek elected office. Requesting a Leave of Absence and submitting a letter of resignation as required. Notifying KTCEA of their intent to return to work following a leave or term of office.	Employees
2.	Reviewing requests for political leave, and where approved, detailing the terms and conditions relating to the leave.	Superintendent/ Deputy Superintendent/ Associate Superintendent
3.	Supporting employees and supervisors in the interpretation of the Employee Participation in Political Activity Guidelines.	Superintendent/ Deputy Superintendent/ Associate Superintendent and Human Resources

References:

Alberta Elections Act

Canada Elections Act

Alberta Local Authorities Election Act

KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.