

<b>Section:</b>	<b>Governance</b>
<b>Title:</b>	<b>Guidelines for all Employees during Trustee Election Period</b>

**Purpose:**

To provide guidelines for employees to ensure staff maintain neutrality and uphold the integrity of the school district during trustee election periods. By adhering to these guidelines, the school district ensures a fair and unbiased election process.

**General Principles:**

1. **Neutral Conduct:** Staff must remain apolitical, refraining from actions or statements that may imply support or opposition to any candidate.
2. **Integrity in Duties:** Employees are expected to continue performing their responsibilities with professionalism.
3. **Student Education:** Discussions about elections as part of citizenship education must remain neutral and free from political bias.

**Facility Use:**

1. School district facilities may be used for candidate meetings, provided they are booked through standard procedures.
2. No special access to facilities will be granted to any candidate.

**Communication:**

1. Election materials (e.g., campaign advertisements) are prohibited on school property and must not be distributed via district resources or communication channels.
2. General election information, such as polling dates, may only be shared by the School District Office or the Chief Election Officer.

**Employee Conduct:**

1. Employees may not engage in or advise on campaign activities during work hours.
2. Staff must avoid providing or facilitating access to sensitive information, which must be directed to the Superintendent or Secretary Treasurer for response.
3. Principals, managers, and other exempt employees must refrain from participating in or advising on election campaigns.

**Public Relations and Events:**

1. Promotions or public relations activities are to be minimized or deferred until after the election.
2. Schools may hold regular events but must consult with the Superintendent if unsure about neutrality concerns.
3. Trustees and trustee candidates may be invited to significant school events, without any campaigning or election-related commentary.

**Information Access:**

1. Public information provided to current trustees must be equally accessible to all candidates.

**Date Approved:**      **October 2011 (formerly AP #409)**

**Date Amended:**      **January 2025**

*Cross Reference:*