

School Visits by Union Presidents/Union Representatives	
Adopted: April 10, 2006	Last Reviewed/Revised: October 6, 2025
Next Scheduled Review: 2028-2029	
Associated Policies & Procedures: II-35 Access to School Premises VI-30 Access to School Premises	

Purpose

The purpose of this procedure is to promote consistency in the application of procedures with respect to school site visits by Union Presidents and/or Union Representatives.

Application and Scope

This procedure is provided for all union presidents/chairs of unionized groups/union representatives, and school administrators to promote consistency in the application of procedures with respect to appropriate school site visits by union presidents/chairs/union representatives of all bargaining groups.

Principles

- Halton Catholic District School Board (HCDSB) recognizes that the respective union leaders may find it necessary to visit a school site in the process of conducting union business with a member. The procedures are consistent with those applicable to other school visitors and have been developed to avoid misunderstandings and to provide clear expectations to be respected by union leaders, administrators and staff.

Requirements

The procedures described below are consistent with the general expectations of all school visitors as outlined in *Policy II-35 Access to School Premises*.

- Union Presidents and/or Union Representatives will provide reasonable notice to the school before the visit to ascertain that the Principal/Vice-Principal or designate will be on site to ensure appropriate arrangements will be in place when the visit is to occur.

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- The Union President and/or Union Representative shall wear their employee's or visitor's/identification badge upon entering the school.
- The Union President and/or Union Representative shall sign the Guest/Visitor's Book at the school site.
- The Union President and/or Union Representative shall indicate to the school administrator or designate the name of the staff member with whom a meeting will take place in order to ensure that arrangements for both parties to meet can be organized.
- No member of the union shall leave their duties to meet with the Union President and/or Union Representative except during unassigned regular breaks or at other times with prior approval of the Principal or designate.
- The Principal shall make every effort to provide a room, subject to availability, so that the Union President and/or Union Representative and the member shall have privacy.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board