

Policy Title: **POLITICAL ACTIVITY**

It is College policy to encourage members of the College faculty and staff, who wish to do so as a personal activity, to express their viewpoints on political issues, to participate in political campaigns, to offer themselves as candidates for non-partisan office, and to hold such an office. All College employees should feel free to engage in such political activities so far as they are able to do so consistent with their full obligations to the College and in accordance with applicable laws.

The limitations the College imposes are those reasonably necessary to protect its independence in academic and business matters, and to insure its adherence to its mission and its compliance with the laws under which it operates. More specifically, those limitations are:

1. To preserve, in fact and appearance, the College's non-partisan, independent, tax-exempt status.
2. To preserve College resources of all sorts (including among others, faculty and staff time, college space, equipment, supplies, and services) for the College's educational, research, and related functions.
3. To protect against any conflicts of interest or time which may infringe on the ability of College personnel to perform their official duties and meet their responsibilities with maximum effectiveness and objectivity.

**Restrictions:** College employees may engage in lawful political activities. However, such activity, like any other personal, non-official undertaking, must be done on the employee's own time and should not interfere with college duties. Accordingly, employees may not:

- Campaign on College property or during work hours.
- Use college property, supplies or equipment, including any College technology resources, for purposes contrary to this policy.
- Represent their political views or the views of any candidate as being those of the College unless there has been specific authorization by the administration to do so.
- Use employee mailing labels (either home or office addresses) produced by the College for distributing campaign materials. A candidate may obtain addresses from the College student, faculty, staff directories, or other published address lists via a public records request.
- Distribute campaign material through campus mail unless it has been received by a federal post office and is properly postmarked.
- Run for partisan political office without first taking a leave of absence from the College. A leave will be granted upon request of the candidate.

**Activities on District Property:** Educational events may be held on College property consistent with the Facility Use Policy and the procedures set forth in this policy.

1. Only the College or students may sponsor an educational event or engage in approved activity as otherwise specifically provided in this policy.
2. All events are subject to advance notice to and approval by the Vice President for Human Resources as to the time, place, and manner in which the event will occur.
3. Except as specifically provided in this policy, the events or activities are solely for voter education.
4. College tours and educational forums conducted exclusively for seated legislators are permitted.
5. Events and activities must not disrupt College activities, students or employees, or block ingress or egress from the property or the facilities. Approval will not be granted for rallies, patrolling, or other like activities. In general, approval may be granted to students to set up a table in a designated area provided no individuals are approached and no patrolling occurs. Signage if any, may not be larger than the top of the table must be affixed to the front of the table approved for use and must clearly list the sponsoring organization or individual.
6. No fundraising may occur on College property for any ballot initiative, candidate for office or political activity.
7. No outside person(s) or entities may sponsor or undertake any political activity on District property.
8. Except as specifically provided in this policy, no political petitions of any kind may be circulated on District property.
9. Except as specifically provided in this policy, no political signs (e.g. flags, banners, posters, buttons) may be posted on College property.
10. Signs to advertise educational activities under this policy must be posted on bulletin boards designated for the purpose.

Nothing in this policy shall prohibit any legislator or candidate for public office from attending any college-sponsored public function as a guest of the College or from being on the premises as a private individual to conduct business with the College.

Employees who are concerned about whether an activity may be a violation of this policy may utilize the Vice President for Human Resources as a resource.

The Faculty Association and the Educational Support Personnel Association are not considered political entities so long as their activities comply with this policy.

**Provisions for dealing with alleged violations of this policy:**

An employee alleged to have violated this policy shall be reported in writing to the Vice President for Human Resources or the Office of the President.

- This complaint must state the name of the employee alleged to have violated this policy and the particulars of the alleged violation.
- A copy of this complaint and formal notice of investigation will be provided to the employee.
- Prevailing policies and procedures related to discipline will be followed.

*Adopted: 12/19/01*  
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