

POLITICAL ACTIVITIES OF EMPLOYEES PROCEDURE

Related Board of Trustees Policy: BP 2.23

Approval: July 2012

Revision:

Any employee of the College who decides to run for public office must adhere to the following procedure:

- They must immediately notify the Board of Trustees by letter through the President of his/her intention to run for public office prior to beginning any activities related to their candidacy.
 - The notification should include a certification by the employee that he/she will not campaign or otherwise engage in any political activities during regular work hours or involve the College in any way in these political activities.
- If an employee is elected to public office or accepts appointment to a public office requiring part-time service, the employee must certify to the Board of Trustees that the duties will not interfere with the carrying out of the normal duties of his/her position with the College.
- If the employee is elected or appointed to a full-time public office, he/she will be required to take a full leave of absence without pay from the College, at the sole discretion of the Board of Trustees which may not exceed two years.