

## **12. Policy on Seeking Public Office**

- 12.1. Any College employee contemplating candidacy for elective political office or appointment to public office shall consult with his/her immediate supervisor. These consultations should focus on the question of whether or not temporarily suspending some portion of the employee's responsibilities can be accommodated without serious impairment of the functions of the department or unit that is involved.
- 12.2. No political campaigning activities may be engaged in during hours when an employee is expected to be performing his/her regularly scheduled College duties; nor may College facilities, equipment, supplies, services or personnel be used in support of an employee's campaign, except for facilities that are available for public use and then that use shall be on the same terms and conditions as for the general public.
- 12.3. When an employee is elected to a political office, e.g., to office in the State Legislature, that requires absenting himself or herself from College duties for continuous periods of time less than one year, it is anticipated that normal leave of absence procedures for a portion, or portions, of the year will accommodate the need to temporarily suspend the employee's responsibility to the College.
- 12.4. When an employee is elected to political office, e.g., such as Governor, U.S. Representative, or U.S. Senator, it is expected that he or she will contact the appropriate administrator to request a leave of absence or arrange termination of employment. Service as an elected or appointed official on off-hour demand activities, e.g., school boards, city councils, or on local, state, or national commissions, would not normally require a reduced appointment or leave of absence.
- 12.5. Prior approval of the Board shall be required for all full-time or part-time leaves of absence without pay.
- 12.6. The primary consideration in any of the consultations or decisions above shall be the best interests of the College and the integrity of its academic and other programs and operations.