Policy Title: POLITICAL ACTIVITY – EMPLOYEES AND STUDENTS

It is College policy to respect the rights of employees and students, to express their viewpoints on political issues, to participate in political campaigns, to become candidates for public office, and to hold such an office. College employees' political activities must be consistent with their obligations to the College as employees, all college policies and in accordance with applicable laws.

The College adopts standards and goals to protect its independence in academic and business matters, to adhere to its mission, and to comply with applicable law concerning political activity. These standards and goals include:

- To preserve, in fact and appearance, the College's non-partisan and independent status;
- To preserve college resources (including among others, employees' time, college space, resources, equipment, supplies and services) for the College's educational and related functions;
- To protect against any conflicts of interest or time that may infringe on the ability of College personnel to perform their official duties and meet their responsibilities with maximum effectiveness and objectivity;
- To ensure compliance with the law and the College Code of Ethics; and,
- To prioritize use of College facilities through reasonable time, place and manner restrictions on general and public use.

RESTRICTIONS

College employees are entitled to engage in lawful political activities. However, such activity, like any other personal undertaking, must be done on the employee's own time and should not interfere with employees' duties to the College.

Except as specifically provided by this policy, employees and students may not engage in political activities on college property. "Political" as used in this policy shall refer to those activities or materials that serve to promote a candidate for partisan or nonpartisan elected or appointed office, to advance any partisan position, or to promote any ballot initiative. "College property" as used in this policy refers to any college building or structure, whether owned or leased. Thus, this Policy does not prohibit expression or exchange of political viewpoints; instead, this Policy limits promotional political activity and political campaigning on campus that is not authorized under separate Policy.

- Employees may not engage in political activities during established hours of employment or while engaged in official college duties. Employees may not induce other employees to engage

in political activities during established hours of employment or while engaged in official college duties.

- Employees and students may not use college facilities, resources, supplies or equipment, including electronic, digital or telecommunications technology, for political purposes.
- Employees and students may not 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.
- No person may distribute political material or engage in political activity using college email or other electronic or digital media.
- Employees and students may not use employee distribution lists (either home or office addresses) produced by the College for distributing political materials.
- No person may distribute political material through college mail unless it has been received by a federal post office and is properly postmarked.
- Employees may not run for partisan political office without first taking a leave of absence from the College.

Employees or students, or their organizations should contact the Vice President, Human Resources in advance of taking any action if they need to verify whether a proposed course of action might violate this Policy.

ACTIVITIES ON DISTRICT PROPERTY

Educational events may be held on college property consistent with the Mid-State Administrative Policy *Community Use or Lease of District Facilities, the Public Assembly* policy, and the procedures set forth in this policy.

- Only members of the College community (the College, employees or students) may sponsor an educational event or engage in approved activity as otherwise specified in this Policy.
- All events are subject to advance notice to and approval by the Vice President, Human Resources as to the time, place and manner in which the event will occur.
- Except as specifically provided in this Policy, the events or activities are solely for non-partisan voter education.
- A statement shall be made at the beginning of each event and on all written materials indicating that the College does not endorse or oppose any of the candidates or ballot initiatives.
- College tours and educational forums conducted exclusively for seated legislators are permitted but not during the period between when the legislator has been certified as a candidate for re-election and before the final election.
- Educational candidate forums or candidate debates for those seeking election may be held provided all legally qualified candidates are notified in advance and have an equal opportunity to participate.

- Partisan political activities by employees and students may be allowed outside of any college building or structure in areas designated by the Vice President, Human Resources provided advance approval is given, the activities do not disrupt college activities, the activities do not interfere with the educational activities of students or the work of employees, and do not 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 employees or 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.
- No fundraising may occur on college property for any ballot initiative, candidate for office or political activity.
- No outside person(s) or entities may sponsor or undertake any political activity on college property.
- Except as specifically provided in this policy, no political petitions of any kind may be circulated on college property.
- Except as specifically provided in this policy, no political signs may be posted on college property.
- 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.

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