



## **ADMINISTRATIVE POLICY**

### **Policy Section: Administration**

#### **POLITICAL ACTIVITY - EMPLOYEES AND STUDENTS**

The College respects 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 which include:

- To preserve, in both fact and appearance, the College's non-partisan and independent status;
- To preserve College resources (including employees' time, College space, resources, equipment, supplies and services) for the College's educational and related functions;
- To protect against 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; and
- To ensure compliance with the law and the College's Code of Ethics.

#### **RESTRICTIONS**

College employees may 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" 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" refers to any College building or structure, whether owned or leased.

- Employees may not 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.

## **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 (College officials, 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, Student Services & Enrollment Management 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.
- 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.
- Political activities by employees and students may be allowed outside of any College building or structure in areas designated by the Vice President, Student Services & Enrollment Management 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.

- 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, from taking College tours or attending educational forums, or from being on the premises as a private individual to conduct business with the College.

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

Adopted: January 2012

Last Reviewed: March 2026

Last Revised: March 2026