



#### Administrative Policy

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| Policy Type:         | Political Activity Involvement |
| Policy Number:       | 3102                           |
| Date Adopted:        | 9/7/2004                       |
| Version:             | 7.0                            |
| Review Cycle:        | Biennially                     |
| Date Last Reviewed:  | 1/24/2024                      |
| Office Responsible:  | President's Office             |
| Reviewing Committee: | Leadership Council             |
| Related Policies:    | NA                             |
| Related Laws:        | NA                             |

#### **Policy Summary:**

This policy outlines the responsibilities of Jackson College (JC) employees who have, or are considering, involvement with political parties. State law prohibits public funds and/or other College resources from being used to support political activities.

#### **Policy Statement:**

College employees are otherwise encouraged to become actively involved in community activities which may include campaigning for, or serving in an elected office. To that end, JC has adopted the American Council on Education's (ACE) Political Campaign-Related Activities of and at Colleges and Universities guidelines.

The matter of running for, or serving as, an elected official, is a unique and time-consuming undertaking. It is understood that personal campaign activities shall not take place during regular working hours and no College assets (i.e., computers, phone, tablets, etc.) shall be used in carrying out responsibilities as holder of public office.

Employees are restricted from lending their names, on behalf of the College, to political or fundraising activities that might imply support from JC.

No campaign signage may be displayed on College property. However, individuals may seek the opportunity to conduct an information session on campus that can include signage. This authorization for signage and campaign activities must be approved through the College's public relations office, in advance of the activity.

Persons interested in running for political office must notify their supervisor of this intended action to ensure that service in that capacity will not interfere with assigned College duties and schedules.



**Change Log:**

| <b><u>Date Of Change</u></b> | <b><u>Description of Change</u></b>   | <b><u>Responsible Party</u></b> |
|------------------------------|---|---------------------------------|
| 11/16/2011                   | Change log added  | A.Goings                        |
| 06/20/2012                   | Add restrictions to use of JCC assets and space without prior approval.   | D. Phelan                       |
| 11/14/2012                   | Inclusion of (ACE) Political Campaign-Related Activities of and at Colleges and Universities guidelines   | N. Miller/A. Stiers             |
| 10/29/2014                   | Edits   | S. Johnson                      |
| 1/18/2017                    | Edits/Biennial review   | S. Perkin                       |
| 4/14/2020                    | Normal Review – No Changes  | S. Perkin                       |
| 1/24/2024                    | Edits changing the policy name to “Political Activity” instead of “Political Party”, adding reference to State Law, and clarifying language throughout. | D. Phelan                       |