



Administrative Policy

Policy Type:	Political Party Involvement
Policy Number:	3102
Date Adopted:	9/7/2004
Version:	5.0
Review Cycle:	Biennially
Date Last Reviewed:	1/18/2017
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. Public funds are prohibited from supporting political parties. Therefore, JC employees are prohibited from utilizing College funds and/or other resources to support political activities.

Policy Statement:

College employees are 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 (see Attachment A).

The matter of running for, or serving as, an elected official, is a unique and time-consuming undertaking. It is understood that campaign activities shall not take place during regular working hours and no College assets (i.e., computers, phone, I-Pads, 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 some 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.

Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
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