

## **430-03 POLITICAL ACTIVITY—PROCEDURE**

### **1. PURPOSE**

Any College employee may engage in political activity outside of assigned work hours, but shall not allow his/her interest in a particular party, candidate, or political issue to affect his/her performance, job responsibilities, or relationships with co-workers or other employees.

### **2. PROCEDURE**

1. Employees shall not, directly or by implication, use the name of the College or their affiliation with the College in the endorsement of political candidates, initiatives, referenda, or in supporting or opposing a position on political issues, unless they are registered lobbyists for the College.
2. An employee who plans to campaign for public office or who is elected to public office should request a personal leave of absence if his/her candidacy for public office prevents him/her from being available to work his/her assigned duties and responsibilities. Employees may not campaign for or against a candidate or political cause during working hours or use College equipment, supplies, facilities or any other resources to distribute badges, pamphlets, leaflets, circulars, posters or handbills.

### **3. BACKGROUND**

1. References: none
2. Revision history: 09/09/2009 (reformatted)
3. Legal review: none
4. Sponsor: Human Resources

**COCONINO COMMUNITY COLLEGE**