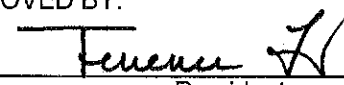


## BBCC ADMINISTRATIVE PROCESS

|   |  |                             |                                    |
|---|--|-----------------------------|------------------------------------|
| <b>TITLE:</b> Staff Participation in Political Activities | <b>PAGE:</b><br>1 OF 2   | <b>NUMBER:</b><br>1015      | <b>REVIEWED:</b><br>REVISED: 10/12 |
| <b>ORIGINATING DEPARTMENT:</b> Human Resources            | <b>EFFECTIVE DATE:</b> 10/24/12  | <b>SUPERSEDES NO. DATE:</b> |                                    |
| <b>DATE CABINET APPROVAL:</b> 10/24/12                    | <b>APPROVED BY:</b><br><div style="text-align: center; margin-top: 10px;"> <br/>           _____<br/>           President         </div> |                             |                                    |

The use of state resources to campaign for the election of a person or ballot initiative or lobby an elected representative is prohibited. Guidelines for staff participation in political activities are as follows:

1. Any employee who intends to campaign for an elective political office is encouraged to submit a statement of intent to the President as soon as possible, but no later than two weeks prior to the filing date. The letter of intent to file for political office shall include a statement addressing the following:
  - a. The degree to which the employee might request leave to make personal appearances during work hours is dependent upon contracted obligation and the needs of the college.
  - b. The anticipated release time to conduct the duties associated with the elective office must be approved in accordance with the Negotiated Agreement, Board policy, and/or law.
  
2. The employee who intends to campaign for an elective or partisan office, or to support a campaign issue or candidate, shall be advised that:
  - a. Political activities other than the expressing of an opinion on political subjects should not occur during the working hours of the employee.
  - b. Political circulars, petitions, or endorsements may not be collected, distributed, or posted on college property.
  - c. The collection of campaign funds and/or the solicitation of campaign workers are prohibited on college property or with college equipment.
  - d. The use of students for writing or addressing political materials, or the distribution of such materials to or by such students, is prohibited during school hours and/or on college property.

- e. The employee must avoid the appearance of purporting to represent the interests of Big Bend Community College or his/her position (e.g. avoid using one's title in conjunction with letters, advertisement, college letterhead, logo, brochures, etc.) during the campaign or while holding office.
3. The work of individual employees of Big Bend will not be disrupted by a political candidate or an individual supporting or opposing a political issue during work hours on college property.
4. College facilities can be rented for political purposes when available by any candidate, with the rent being the same for all.
5. Big Bend employees who hold elective office are not entitled to release time from their duties for reasons incidental to such office except as such time may qualify under the policies of the Board.
6. Some elected positions may not be available to employees of Big Bend since that employment may statutorily restrict involvement in some political offices or because such election would create a conflict of interest. Whether an elected position is incompatible with employment at Big Bend is determined by the President or his/her designee.
7. Violation of any of the stated rules may constitute sufficient cause for reprimand or dismissal. In addition, if a supervisor has knowledge of an employee's violation of this policy or applicable laws, the supervisors knowing acquiescence constitutes a violation.
8. If the employee is seeking election to a position which is to be compensated other than by payment of per diem or expenses, the employee is also required to request approval for outside employment in accordance with RCW 42.52.120 and the *Negotiated Agreement*.

Legal Reference: RCW 41.06.250, Political Activities; RCW 42.52.180 Use of Public Resources for Political Campaigns.