

POLITICAL ACTIVITIES AND PUBLIC OFFICE

Policy Number: 416

Categorized: Human Resources

Responsible Office: AVP for Human Resources

Subject: Political activities of college employees

Related Policies:

Procedures: N/A

Additional Information:

Effective Date:

Last Reviewed Date: April 10, 2020

1. Scope

This applies to all College employees.

2. Policy

Northern Virginia Community College recognizes and encourages the exercise of the right of NOVA employees, as citizens, to engage in political activities on their own time. Should a faculty member or staff member campaign for or be elected to local, state, or federal office, it is necessary that the individual give assurances to the president and the president in turn shall give assurances to the VCCS Chancellor and the State Board that the individual's duties in the System are being carried out fully and with no diminution of effectiveness caused by absences that might be required as a public official.

In conformance with the foregoing policy, the following guidelines are set forth:

- a. Faculty or staff members should, as a matter of courtesy, notify the president (or Chancellor) of their intention to seek public office or to accept an appointment to public office prior to the time such information is made public through notices of the press or other media.
- b. Should faculty or staff members be elected or appointed to local, state, or national office, their first and primary responsibility is to their positions with the institution.
- c. Should faculty or staff members choose to seek public office, the campaigning must be done on their own time and without taking advantage of any resources or settings directly involving the institution. Employees who are candidates or who promote a public cause or support a candidate must ensure that their activities are not subsidized by public funds.
- d. When faculty or staff members are elected or appointed and assignments conflict with institutional duties, except for state appointments or offices which are covered by

administrative leave, the member is required to take first available annual leave or personal leave.

3. Definitions

N/A

4. Procedures

N/A

5. Authority

VCCS Policy 3.14.8 Political Activities and Public Office