PARTICIPATION IN POLITICAL ACTIVITY

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See following page for procedure.
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The following conditions affecting work duties, absence from campus, and pay during these absences.

Performance of Regular Duties
If an employee’s political activity will interfere with performing his or her regular duties, this employee must develop a schedule in advance with the President that will assure the completion of these duties.

Extended Absences
If an employee’s political activity involves extended absences, such a schedule must be approved by the Board of Trustees.

Pay During Extended Absences
Employees who are on extended absences for political activity will be paid on the following basis:

- To participate in political campaigns, the leave of absence will be without pay.
- To serve as an elected official, the leave of absence will be with pay.

The employee, however, may not receive two governmental pay checks. Therefore, such an employee must choose to receive either a College paycheck or a paycheck as an elected official. If this employee chooses a College paycheck, his or her pay as an elected official must be signed over to the College to pay for a substitute.