

<b>OGDEN-WEBER TECHNICAL COLLEGE</b>	Number  520.27	Effective Date 11/19/98 Revised 11/19/13 11/16/17 09/05/24	Page  1 of 1
<b>POLICY</b>		<b>Approval: President's Cabinet</b>	
Title  <b>POLITICAL ACTIVITY</b>			

**1. PURPOSE AND SCOPE**

The purpose of the policy is to provide procedures for governing employee rights to free expression and participation in political activities.

**2. POLICY**

It is the policy of the College to allow employees to voluntarily participate in political activity in accordance with the provisions outlined in this policy or federal/state laws.

**3. DEFINITIONS**

**3.1 Political activity:** For purposes of this policy, political activity is defined as: (1) activities associated with running for political office including, but not limited to, soliciting votes, requesting political contributions, hanging posters, giving political speeches; or (2) holding an elected office while simultaneously holding a state job.

**4. REFERENCES**

- Ogden-Weber Technical College Employee Leave policy (#520.10)
- Ogden-Weber Technical College Non-Solicitation policy (#520.24)
- Ogden-Weber Technical College Free Expression on Campus policy (#500.2)
- Utah Executive Order No. 2018-1 Legislative Communications of Executive Branch Departments and Employees
- Utah Board of Higher Education Policy R250 Legislative Communications
- Utah System of Higher Education Resolution Establishing Expectations for Implementing Principles of Free Expression on Campus – December 1, 2023

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1. Decisions regarding employment, promotion, demotion, dismissal, or any other personnel action shall not be based on partisan political activity.
2. College employees have the right to free speech on matters of public concern and are free to lobby or support candidates, issues, and campaigns.
  - 2.1 College employees may not engage in any political activity during work time.
  - 2.2 College employees shall not solicit votes or political contributions from employees, students, or any other person while on campus.
3. The College does not endorse any political party or candidate for political office. Unauthorized posting or distribution of campaign material at the College by a political party or candidate for federal, state, county, or city office or position is prohibited.
4. The College remains neutral on all election-related questions and issues on political, social, or unsettled issues that do not directly relate to the College's mission, role, or instructional objectives.
5. College employees are required to comply with the state's executive order and Utah System of Higher Education (USHE) policy on legislative communications.
  - 5.1 College employees, while acting in their official capacity, are prohibited from engaging in communications with a state legislator regarding the passage or defeat of a specific bill, resolution, amendment, or other matter pending before the Utah Legislature.
  - 5.2 The College president may authorize employees to engage in legislative communications for the limited purpose of explaining technical concepts or providing subject-matter expertise.
  - 5.3 The executive order and USHE policy do not prohibit College employees from speaking on matters of public concern as private citizens on their own

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time and with their own resources.

**5.3.1** Use of College email, stationery, office supplies, equipment or other resources are prohibited.

**5.3.2** College employees are expected to make it clear they are speaking on their own behalf and not on behalf of the College.

**6.** College employees must avoid exploiting the College's name, brand, or their own relationship with the College for personal reasons unrelated to their legitimate instructional or professional activities.

**6.1** College employees must not intentionally create the impression, in public appearances or statements, that they are representing the college unless, in fact, they are.

**7.** Except as otherwise provided by law or by rules published under this section for federally aided programs, the following provisions apply with regard to political activity of College employees:

**7.1** Any employee who files as a candidate for an elective public office must notify their immediate supervisor in writing and forward copies to the appropriate vice president or president.

**7.2** If the candidacy and the responsibilities of the office will require substantial time away from campus, the employee must make special arrangements with their supervisor. Generally, a benefits-eligible employee may arrange to take accrued vacation leave or leave without pay. The employee is responsible for arranging substitute coverage if needed.

**7.3** Any employee may become a candidate for the Utah State Legislature without resigning from the College, though it may be necessary to take a leave of absence without pay or use accrued vacation leave to campaign or meet responsibilities of

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the office if elected. Accrued vacation leave may be used to reduce the leave-without-pay period required to meet the responsibilities associated with the elected office.

8. Employees found in violation of this policy may be subject to disciplinary action.