

NUMBER: 333
SUBJECT: POLITICAL ACTIVITY
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333.1 – POLICY

Bridgerland Technical College (BTECH) encourages all employees to take an active role in public service by participating in local, state, and national political activities. Bridgerland will attempt to accommodate employees who run for public office, while ensuring that the employee's political activities do not adversely affect operations.

Bridgerland assumes no responsibility for an employee's endorsement of a political candidate or cause. The name of BTECH is not to be connected with such an endorsement in any way except for the limited purpose of identifying BTECH as the employer of the employee making the political endorsement. No endorsement will be made on the official stationery of BTECH nor on stationery having Bridgerland's address or an office telephone number unless authorized by the President.

333.2 – PROCEDURES**333.2.1 – Politic**

Any employee who wishes to engage in direct political activity which will involve a substantial amount of time (i.e., holding or running for political office, managing a campaign, or directing group action on behalf of a political candidate or issue) is expected to work out a mutual agreement for released time with his or her department head or supervisor and the appropriate Vice President before undertaking such activity.

333.2.2 – Public Office

Any employee who files as a candidate for an elective public office must notify his or her department head or immediate supervisor in writing and forward copies to the appropriate Vice President and the College President. No further action is necessary if the candidacy and office require little or no time away from campus during working hours (for example, positions on school boards or town councils).

If the candidacy and the responsibilities of the office will require substantial time away from campus, the employee must make special arrangements with the department head or supervisor. Generally, a benefits eligible employee may arrange to take accrued annual leave or leave without pay to campaign for elective office and/or to meet off-campus obligations the office may require.

Any employee may become a candidate for the Utah State Legislature or for the United States Congress without resigning from Bridgerland, even though it may be necessary to take a leave of absence without pay or use accrued annual leave to campaign. Such leaves will be automatically granted for both campaigning time and the period of time between commencement and final adjournment of any regular or special session of the legislature. Accrued annual leave may be used to reduce the leave-without-pay period required to meet the responsibilities associated with the elected office.

333.2.3 – BTECH Responsibilities

Bridgerland employees have a binding obligation to fulfill their regular duties. Any private activity requiring a large portion of time away from campus may hurt the performance of those duties. Therefore, for the mutual protection of employees and BTECH, employees campaigning as political candidates for state or federal offices must do so on their own time. While campaigning and holding office, an employee must obtain a leave of absence or continue to work at the College on a part-time basis. In such campaign activities, the individual's relationship to Bridgerland is not to be exploited, either directly or indirectly.

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333.2.4 – Voting

Bridgerland encourages employees to participate in the voting process for all local, state, or national elections. In situations where an employee's work schedule does not allow time to cast a ballot in a state or national election, Bridgerland will allow the employee to take off up to two (2) hours during regular work hours to vote. A verbal request for voting time off must be made to the employee's department head or supervisor before leaving to vote.

333.3 – RESPONSIBILITY

333.3.1 – Employees

Employees are responsible for communicating to their supervisors any political activity that would interfere with their regular duties at the College. In addition, if time is needed to participate in the voting process, employees must inform their department head or supervisor before Election Day.