

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Political Activities of Employees	3-017 FISCAL SERVICES July 2009
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POLICY

- 1.01 All employees of Oklahoma State University Institute of Technology enjoy full rights and privileges of citizens to participate in political activities. However, students and other constituents of the college may rightfully expect competent services from employees of this public supported institution. Therefore, the welfare of the college requires each employee to perform the duties and responsibilities assigned his or her position as the first priority. Outside activities of any kind should not interfere with the fulfillment of assigned duties.

PROCEDURE

- 2.01 Employees are permitted to freely engage in lawful political activities of any kind provided such activities are conducted on the individual's own time, do not interfere with official duties and responsibilities, and are consistent of other provisions herein.
- 2.02 Employees are permitted to campaign for and hold nonpartisan local offices provided the duties of the elective office do not interfere with official responsibilities.
- 2.03 An employee may accept an appointed position in government requiring full-time service provided, however, before accepting such position an employee is required to request and be approved for leave without pay or resign from the institution. Any approval of leave without pay to accept an appointed position shall be for not less than the duration of the semester in which the approved leave is granted. Leave from institutional responsibilities for any period greater than one year shall be reviewed by the President (or designee) of the institution, and written justification shall be provided to the Board in requesting this approval.
- 2.04 An employee who wishes to assume a role in a partisan political campaign is obliged to discuss such plans well in advance with the appropriate supervisor. If it is determined that the political activity might interfere to any extent upon the full discharge of responsibilities, the proposed political activity must be reviewed by the President (or designee) of Oklahoma State University Institute of Technology. If approved, the employee shall take a leave of absence without pay (after exhaustion of any earned annual leave) prior to participating actively in political activity, including but not limited to, actively campaigning for political office or directing the political campaign of another person seeking a political office.

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- 2.05 The political activity of the employee may not involve the institution's name, symbols, or in any way imply institutional support or support of the Board pertaining to the political interest of the employee.
- 2.06 Full-time political activities are prohibited while serving as an employee.
- 2.07 Any employee intending to conduct a personal candidacy for a partisan elective office must obtain approval by the President's Office pursuant to Section 2.04, prior to any announcement by the employee for such office. If elected to such elective office, the employee shall resign (or retire, if eligible) from the institution.
- 2.08 All employees are expected to take sufficient action to assure that their political activities are consistent with the provisions of this policy.
- 2.09 If necessary to enforce the provisions of this policy, a review should be conducted by the highest levels of administration and governance.

Approved: August 1996
Revised: November 2007
Revised: July 2009