



# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

### HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:28

## Political Activities of Employees

### COVERED EMPLOYEES

- All employees.

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

### BOT POLICY

**Sec. 6-601. Statement of Principles.** Employees of the University share the right, as private citizens, to participate in public affairs. This right, privilege and duty of a citizen shall not be abrogated because one is employed by the University. At the same time, employees are expected to perform their duties with undivided loyalty to the University and a maximum of efficiency and interest. The President, or his or her designee, shall establish policy to direct employees in complying with these expectations.

**Sec. 6-602. Conflict Between Political Activities and Obligations to the University.** An employee who (1) is engaged in political activities which interfere with the employee's commitment of adequate time and effort to the performance of his or her employment obligations to the University, (2) is elected or appointed to any full-time national, State, district, county, city, village, township, school district, or other local elective office, or (3) is elected or appointed to any part-time national, State, district, county, city, village, township, school district, or other local elective office which is incompatible or creates a conflict of interest with the employee's University employment shall either request and obtain, in writing, a leave of absence without pay (to the extent permitted by law) not to exceed a period of more than two (2) years, or resign their employment.

### HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. Political Activities on the Part of Employees. Except as otherwise provided in this policy, the political activities described in this section may be engaged in by an employee, but they may not be actively engaged in by an employee during those

hours when the employee is being compensated for the performance of his/her duties as an employee of the University:

- A. Become a member of a political party committee formed or authorized under the law of the State of Michigan;
  - B. Be a delegate to a State convention, or a district or county convention held by a political party in the State of Michigan;
  - C. Become a candidate for nomination and election to any national or State elective office, or any district, county, city, village, township, school district, or other local elective office;
  - D. Be elected or appointed to and serve in any part-time national or State elective office, or any part-time district, county, city, village, township, school district, or other local elective office, which is not incompatible and does not create a conflict of interest with the employee's University employment;
  - E. Engage in other activities of a political nature (including without limitation the dissemination or publication of political correspondence) on behalf of a candidate or issue in connection with partisan or non-partisan elections.
- II. Requirements Applicable to Employees Engaged in Political Activity. An employee who is engaged in political activities has a responsibility to emphasize that he/she is not representing the University, and is not a spokesperson for the University. An employee who wishes to engage in political activities as a representative of or spokesperson for the University shall be required to obtain prior written approval from the President. Copies of any political correspondence disseminated or published by an employee who is purporting to act as a representative of or spokesperson for the University and a copy of the President's written approval shall be given to the Vice President for Governmental Relations at or before the time of dissemination or publication.
- III. Certain Conduct Prohibited. Under no circumstances may an employee, either personally or through an agent, coerce, attempt to coerce, or command another employee of the University to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for the benefit of a person seeking or holding elected office, or for the purpose of furthering or defeating a proposed law, ballot question, or other measure that may be submitted to a vote of the electors.

## **RESPONSIBILITY**

Employee: An employee engaged in political activities shall nevertheless continue to carry a full load of duties while so engaged unless the employee requests and is granted a leave of absence without pay. However, an employee who is engaged in such activities may petition the President, through his/her supervisor, to be considered

for a part-time assignment, which assignment may be granted or denied at the sole discretion of the President depending on the amount of time and effort the employee expects to devote to the political activities and the employment needs of the University. An employee may also request a leave of absence for political activity per provisions of HRPP [Leaves of Absence – Political Leave](#).