



Policy No. 6.019
Northwest Louisiana Technical College

Seeking and Holding Political Office

Original Adoption: February 10, 2008
Effective Date: February 10, 2008
Last Revision: June 12, 2014

Northwest Louisiana Technical College (NWLTC) outlines the guidelines on policy for employees Seeking and Holding Public Office.

Scope and Applicability

This policy applies to all unclassified and classified employees of the NWLTC. Northwest Louisiana Technical College seeks to provide an environment of independence without regard to political affiliation.

Authority to Authorize/Approve

The Board of Supervisors recognizes the rights of individuals. The Board acknowledges that political involvement of employees can be a conflict of interest to the institution, and has instituted a code of conduct relating to political activity.

General Provisions

Political Activity -includes a payment or promise of any assessment, subscription or contribution to a political party, candidate or faction; actively participating in the management of political affairs; filming, taping, and participating in promotional announcements for political support, lobbying; and seeking and/or holding political office.

Unclassified Employees -Faculty instructor, professional staff member, or administrative officers will not be prohibited from exercising their freedom of political expression or association. If an employee seeks and/or holds public office, then the following conditions shall apply:

- All the provisions of the Outside Employment policy must be followed.
- The employee is required to notify the Regional Director and Senior Vice President for Career and Technical Education prior to the disqualification date.
- The employee is responsible for continuance of the normal workload as required by the institution.

Classified Employees -The guidelines for classified employees engaged in political activity shall be in accordance with Article 10, Section 9 of the Louisiana Constitution, Civil Service Rules 14.1 (e), (f) and (g) and the General Circular No. 1449.

On-premise Activity –Northwest Louisiana Technical College strictly prohibits the placement of leaflets, cards, placards, etc. representing or supporting a political candidate or political party, on any NWLTC campus by an employee.

Limitations

The application of this policy does not affect any employee of the NWLTC who holds public office on the effective date of policy adoption.

NWLTC employees or officers are restricted from identifying him/herself as an employee or officer of the College when expressing opinion referring to any candidate or political party before State electors.

Employees shall not make indication to be a spokesperson of Northwest Louisiana Technical College.

If an employee is unable to meet the criteria set, then annual leave or leave without pay may be requested for the appropriate period, in accordance with applicable leave policies.

Policy Reference: Louisiana Technical College Procedure No. HR1930.578
Louisiana Constitution Article 10, Section 9
Civil Service Rules 14.1(e), (f) and (g), and General Circular No. 1449
LCTCS Policy # 6.018 Outside Employment
LCTCS Policy # 6.019 Engagement in Political Activity
LTC Form # HR500.7 Disclosure of Outside Employment

Approved:



Dianne Clark
Interim Director