



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Political Activities and Public Office**

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### Policy:

The Board of Trustees of State Institutions of Higher Learning has promulgated the following policy statement concerning political activities of employees: *Participation by employees of the several institutions of higher learning in various community and public affairs is expected; however, it is expected that time given to such activities will not interfere with the regular duties of the employees. Political activities by an employee will not be prohibited at such times as the employee would not be ordinarily required to render services to the institution or if the employee elects to take and the institution grants leave of absence without pay.*

The following procedures and guidelines are established to implement this policy at Alcorn State University:

1. Before an employee shall become a candidate for public office, he/she must give notice of candidacy to the appropriate department chairperson, dean or director, Provost, and University President.
2. Such employee must not permit his/her candidacy to interfere with the discharge of normal responsibilities to the University.
3. The employee must take personal leave or leave without pay for any portion of the normal working day that he/she expends on political activities.
4. The employee must not state nor imply that his/her candidacy has the endorsement of Alcorn State University.
5. The employee must not use the insignia, seal, or logos of Alcorn State University on any campaign literature, television ads, banners, or other campaign devices.
6. The employee must not use the Alcorn State University telephone system, mail service, equipment, supplies or physical facilities in organizing or conducting his/her campaign.

7. No instructor shall use any part of a scheduled class period to promote his/her candidacy.
8. If the employee is a successful candidate for a full-time public office, such employee must resign his/her full-time University employment before assuming the duties of the office to which he/she is elected.