

## GCCC Policy Add Template

**Category:** Personnel

**Division:** HUMAN RESOURCES

**Department:** [Click here to enter text.](#)

**Policy Title:** STAFF PARTICIPATION IN POLITICAL ACTIVITIES

**Policy Statement:** The Board of Trustees of Garden City Community College recognizes that the employees of the college have the same fundamental civic responsibilities and privileges as other citizens. This includes campaigning for an elective public office and holding an elective or appointive public office.

Employees shall not use time for which college pay is received, nor college property, students, school equipment, or materials for the purpose of solicitation, promotion, election, or defeat of any candidate for public office or of passage or defeat of any election issues. Employees seeking political office may be granted a leave of absence without pay. During such leave and/or absences approved under this policy, employees MAY be eligible for all applicable benefits approved by the Board. Requests for leave under this policy must be made in writing and must include the title, office and specific dates involved.

An employee must notify the President before he/she takes part in an organized study or appointed or elective public office.

All rights and privileges explained in this policy are contingent upon the employee's return to college immediately upon expiration of leave. If employee does not return to work at the college, the employee MAY be required to repay the cost of the benefits received per policy

**Procedures:** [Click here to enter text.](#)

**Contacts:** Director of HR

**Approved Date:** [Click here to enter a date.](#)

**Policy History:** 9/17/13, 10/28/13, 12/23/13

**Keywords:** POLITICAL ACTIVITIES, PUBLIC OFFICE

**Related Form:** [Click here to enter text.](#)