



POLICY & PROCEDURE MANUAL North Dakota State College of Science

Political Activities of NDSCS Employees

Source: NDSCS President

Applies to: All Employees

Purpose: To clarify employee's rights and duties while serving in elected office in the Legislative Assembly.

Policy

General

If an NDSCS employee is elected to public office, an agreement must be reached with their immediate supervisor and the College President regarding the employee's continued status with the College. Employees who are elected to the State's Legislative Assembly will normally be required, at a minimum, to take an unpaid leave of absence from their college position during the legislative session. The President can approve up to 20% of the employee's regular salary to be paid during the leave of absence for a comparable percentage of time spent on campus duties while serving in the legislature. An employee may also use annual leave up to the amount they have accrued.

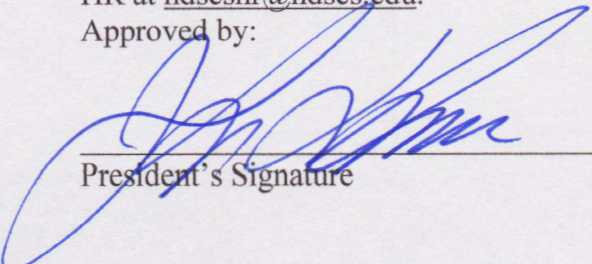
Whether participating in a political campaign or serving in a public office all college employees must make it clear that their political positions and the view they express are their own and not necessarily those of the College. Employees in upper level administrative positions must be especially careful to avoid making any partisan political commitment of behalf of the College or the Board of Higher Education.

SBHE 401.2

Where to Obtain Additional Information

You may speak to your supervisor, call the Human Resources Office at 701-671-2903, or email HR at ndscshr@ndscs.edu.

Approved by:



President's Signature

2-19-15
Date