



CATEGORY: Human Resources  
POLICY: Political Participation Policy

POLICY NUMBER: 5.21  
ADOPTED DATE:  
REVIEWED/REVISED DATE: 2/9/2023

Administered by: *Vice President for Administration and Finance*

Participation by employees of Northwest Mississippi Community College in various community and public affairs is encouraged; however, it is expected that time given to such activities will not interfere with the regular duties of the employees.

Northwest Mississippi Community College employees who either seek or hold public office are prohibited from engaging in any activities during regular college work hours related to the public office being sought or held.

Examples of prohibited activities include but are not limited to:

- Campaigning on campus
- Distributing or posting campaign literature on campus
- Conducting telephone conversation related to a campaign or office
- Holding meetings on campus related to a campaign or public office
- Participating in off-campus meetings associated with the public office without first filing an approved leave of absence request to account for the missed work time

The intent of this policy is to ensure that ONLY official college business is conducted on college property at all times by employees, and that any real or perceived conflict of interest involving a college employee and the public office he/she seeks or holds is avoided.

**PROCEDURES:** The following procedures and interpretations are established to implement this policy:

1. Before an employee shall become a candidate for any public office, the employee must notify the President of the institution in writing.
2. The employee must not use the College insignia, seal, or logo in any way to campaign; nor use College facilities (telephones, computers, mail, supplies, equipment, etc.) in the campaign.
3. The employee must not state that the candidacy has the endorsement of the College.
4. NWCC employees who are seeking public office are not automatically required to request a leave of absence during a campaign.
5. Approval of the leave to participate in off campus meetings is not guaranteed, as it is incumbent upon the supervisor to first make certain that college business will not be negatively impacted by the employee's absence.
6. If the employee or employee's supervisor deem the campaign is negatively impacting in any form or fashion the employee's work performance, then an unpaid leave of absence should be requested. (NOTE: Before an unpaid leave of absence is approved, the employee must have first exhausted his/her accrued personal leave).
7. The College is under no obligation to place an individual returning from leave of absence in the same or similar position.
8. Upon election to an office that is essentially full-time, the employee will submit a resignation from the College position.
9. If at any point the President deems, the employee violates the trust established and policy outlined, the employee will be subject to disciplinary action that may include termination.

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*COUNCIL APPROVED DATE:*  
*EXECUTIVE COUNCIL APPROVED DATE:*