



Northern Marianas College Procedure

Procedure No.: 5001.1 Procedure Title: Political Activities
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources Office
Procedure Approval Authority: President *[Signature]*
Board Policy No. Associated with this Procedure: 5001
This Procedure Supersedes/Replaces: 2011 BOR Policy Part VII.F

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure addresses the need to separate professional responsibilities from personal exercise of political expression

Areas of Responsibility Employees must avoid using their official positions to further any political cause not associated with the institution

Procedure details Employees shall have the following rights:

- To vote for the candidate(s) of their choice and to express their opinions on political matters
- To be active members of the political party or organization of their choosing
- To make voluntary contributions to a political party for its general expenditures

Employees of the College shall not:

- Use their office or official influence to interfere with an election or to affect the results of an election
- Use their official authority to coerce any person or political party in reference to any politically related activity
- Be obliged to contribute to any political fund or render service to any political activity
- Solicit or receive political contributions from anyone while on College time or on College property or any property of the Commonwealth government, or in any Commonwealth government office or building
- Campaign for any candidate for public office during official working hours
- Discharge, promote, demote or change the status or compensation of any employee, or promise or threaten to do so for giving or neglecting to make any contribution of money or other things of value for any

political purpose whatsoever

- Directly or indirectly hand over to any other College official or employee or to any other Commonwealth government official or employee any money or other things of value of the College to be applied to the promotion of any political object whatsoever
- Discharge, promote, demote, or change the status or compensation of any employee, or promote or threaten to do so because of the political beliefs of the employee, or for the failure of the employee to take any political action for any political purpose whatsoever, or to advocate or fail to advocate the candidacy of any pension seeking an elective office
- Promote or oppose legislation relating to programs of the College in the name or on behalf of the college, or while at work or within the premises of the College, without the official sanction of the Board of Regents
- Prepare, circulate or obtain signatures for petitions of a political or personal nature on college time or on college property
- Involve students in any political activities beyond appropriate educational instruction

No person with authority to make or recommend a personnel action relative to a person holding, or an eligible applicant for, a position at the College, may make inquiry concerning a political affiliation. All disclosures concerning political affiliation shall be ignored. Discrimination may not be exercised, threatened, or promised by any person against or in favor of an employee in, or an applicant for, a position at the College because of political affiliation.

All employees of the College shall take leave of absence immediately after being certified by the Commonwealth Election Commission as an official candidate for political office.

An employee found guilty of prohibited activity shall be subject to disciplinary action by the College.