

STAFF POLITICAL PARTICIPATION PROCEDURES

Guidelines for staff participation in political activities are as follows:

- 1) Any employee who intends to campaign for an elective political office is encouraged to submit a statement of intent to the Superintendent at least two (2) weeks prior to the filing date. The letter of intent to file for political office should include a statement which outlines:
 - A) The degree to which the employee might request leave to make personal appearances during work hours.
 - B) The anticipated release time to conduct the duties associated with the elective office.
- 2) The employee who intends to campaign for an elective or partisan office, or to support a campaign issue or candidate, shall be advised that:
 - A) Political activities other than the expressing of an opinion on political subjects may not occur during the working hours of the employee.
 - B) Political circulars, petitions, or endorsements may not be collected, distributed, or posted on NWESD 189 property.
 - C) The collection of campaign funds and/or the solicitation of campaign workers is prohibited on NWESD 189 property.
 - D) The use of students for writing or addressing political materials, or the distribution of such materials to or by such students, is prohibited.
- 3) The work of individual NWESD 189 employees will not be disrupted by a political candidate or an individual supporting or opposing a political issue during agency hours on agency property.
- 4) NWESD 189 facilities may be rented for political purposes when available, with the rent plus staff costs for opening and closing being the same for all (see Policy/Procedure 4260/4260P).
- 5) NWESD 189 employees who hold elective office are not entitled to release time from their duties for reasons incidental to such office except as such time may qualify under NWESD 189 policies.
- 6) Some elected positions may not be available to employees of NWESD 189 since that employment may statutorily restrict involvement in some political offices or create a conflict of interest.

NORTHWEST EDUCATIONAL SERVICE DISTRICT 189

PROCEDURE 5254-P

Page 2 of 2

- 7) No employee may use any of the facilities of the NWESD 189, either directly or indirectly [except as provided in number four (4) above], for the purpose of assisting in any kind of campaign for election of a person to any office or for the promotion of or opposition to any ballot proposition. Facilities of the NWESD 189 include, but are not limited to, use of stationery, postage, machines and equipment, use of employees during working hours, vehicles, office space, NWESD 189 publications, and clientele lists of persons served by the NWESD 189.

- 8) Violation of any of the stated rules may constitute sufficient cause for reprimand or dismissal.

Presented to Board: 04/26/89 (as 4860)
Revised: 05/24/89 (as 4860)
Revised: 02/26/92 (as 4860)
Revised: 05/23/01 (recodified 5253-P)
Recodified: 08/24/11 (recodified 5254-P)

Cross Reference:
Policy 4260
Procedure 4260-P