

## **AR GBI-R Staff Participation in Political Activities**

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The superintendent shall be informed of an employee's intent to seek public office as soon as possible, but sufficiently in advance of a public announcement to that effect that the superintendent may revise the employee's work plans, as provided in the policy. Such work plans may include the use of any annual leave, or an alternate plan. Both the notice of intent and the work plans shall be submitted in writing.

Distribution of political campaign materials through district distribution channels by employees seeking public office, as well as others, is expressly prohibited.

Also prohibited is the coercion, or attempted coercion, of employees to work in the political campaigns of other employees who are seeking political office. Employees have the privilege of working for and supporting the political candidates of their choice outside of work hours and off district property; however, employees who are candidates for political office are advised to avoid giving even the appearance of coercing the employees they supervise or any other employees of the district.

Employees who are subject to such coercion may file a grievance, in accordance with Policy GBK.

The immediate supervisor and the employee shall meet with the superintendent to discuss obvious and/or implicit difficulties which might conflict with the public interest. The superintendent shall call this meeting and notify the employee as to the administration's recommendations in the matter.

The superintendent shall report the data, along with his/her recommendation, to the school board at its next regular meeting. The board shall make the final decision as to whether the activities proposed by the employee are consistent with his/her services in the district and in the best interest of education in the district.

The superintendent is responsible for determining if the time required to perform the duties of the office sought are too extensive to permit an employee to continue employment with the district.

If an employee is eligible to accrue annual leave, he/she may take such leave for purposes of campaigning or office holding, with the prior approval of his/her supervisor. The supervisor shall be responsible for verification of annual leave used for such purposes, through the absence reporting system. Employees who do not accrue annual leave or those who have insufficient leave accrued for such purposes may present an alternative plan to the superintendent for approval.

Once an employee has been elected or appointed to public office, he/she shall take adequate precautions to ensure that views expressed by him/her as an officeholder are understood to be his/hers personally, and not those of the district.

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**Richland County School District One**