



**S O W E L A**  
**TECHNICAL COMMUNITY COLLEGE**  
[www.sowela.edu](http://www.sowela.edu)

**TITLE: ENGAGEMENT IN POLITICAL ACTIVITY**

**EFFECTIVE DATE:** December 19, 2005

**LAST REVISION:** October 26, 2007

Policy No. 6.026.1

**Policy Statement**

Sowela Technical Community College (Sowela) adopts the following Louisiana Community and Technical College System (LCTCS) policy number 6.019:

**A. Political Activity is defined as follows:**

1. Payment or promise of payment of any assessment, subscription, or contribution for any political party, faction, or candidate.
2. Taking active part in the management of affairs of a political party, faction, candidate, or any political campaign.
3. Filming, taping, and participating in promotional announcements (i.e., **print**, television or radio ads) in support of any political party, faction, or candidate.
4. Lobbying.
5. Seeking and/or holding political office

**B. General Policy:**

The Board of Supervisors (“the Board”) of the Louisiana Community and Technical College System (LCTCS) fully supports every citizen’s right to exercise freedom of expression, as outlined within the Louisiana and Federal Constitutions, inclusive of the freedom of political expression or association.

The Board also recognizes that Sowela, as a public educational agency of the State of Louisiana, must maintain sufficient educational independence to work with all statewide and district-wide elected officials of the State and all agencies of the State, without consideration of political affiliation, to provide educational programs and services for all Louisiana citizens, regardless of the ethnicity, gender, or religious or political affiliation of those citizens. Thus, the Board has determined that certain political activity by employees of Sowela may be construed as conflicting with the educational independence of Sowela and thereby impairing the efficient operation of Sowela and Sowela’s employees’ ability to provide efficient delivery of educational programs and services. To preserve an appropriate standard of educational independence, the Board adopts the following ethical standards of conduct with respect to political activity by its employees:

**1) Classified Employees:**

**14.1 Prohibited Activities.**

(a) No person shall be appointed or promoted to, or demoted, or dismissed from any position in the Classified Service, or in any way favored or discriminated against with respect to employment in the Classified Service, because of his or her political or religious opinions or affiliations, race, sex, or membership or non-membership in any private organization.

(b) No employee in the Classified Service and no member of the Commission shall, directly or indirectly, pay or promise to pay any assessment, subscription, or contribution for any political party, faction, or candidate, or solicit or take any part in soliciting any such assessment, subscription or contribution of any employee in the Classified Service.

(c) No person shall, directly or indirectly, give, render, pay, offer, solicit or accept any money, service or other valuable consideration for or on account of any appointment, proposed appointment, promotion or proposed promotion to, or any advantage in a position in the classified service, except as services may be provided pursuant to a temporary staffing services contract with the State as approved by the Director pursuant to these rules.

(d) No appointing authority, agent, or deputy thereof, or supervisor of any employee, shall directly or indirectly demote, suspend, discharge, or otherwise discipline any person in the Classified Service for purpose of influencing his vote, support, or other political activity in any election or primary election; and no appointing authority, agent or deputy thereof, or other person, shall use his official authority or influence, by threats, promises, or other means, directly or indirectly, to punish or coerce the political action of any employee in the Classified Service.

(e) No employee in the classified service and no member of the Commission shall

1. Participate or engage in political activity.

2. Be a candidate for nomination or election to public office, except to seek election as the Classified State employee serving on the State Civil Service Commission.

3. Be a member of any national, state, or local committee of a political party or faction.

4. Take active part in the management of the affairs of a political party, faction, candidate, or any political campaign, except to exercise his right as a citizen to express his opinion privately, to serve as a commissioner or official watcher at the polls, and to cast his vote as he desires.

5. Take active part in an effort to recall from office an elected public official, or seek, solicit or attempt to coerce any person including any employee in the classified service and any member of the Commission into participating in any such effort or signing a recall petition except that nothing contained herein shall prevent an employee in the classified service or member of the Commission from signing a recall petition.

(f) No person elected to public office shall, while serving in such elective office, be appointed to or hold any position in the Classified Service.

(g) The support of issues involving bonded indebtedness, tax referenda, or Constitutional amendments shall not constitute prohibited activity within the meaning of this Rule.

(h) No person shall be appointed to or employed in a position in the Classified Service under any class title which has not been approved by the Director as appropriate to the duties to be performed.

(i) No employee shall receive any compensation except as authorized by or pursuant to the provisions of Article X, the Civil Service Rules, the Uniform Classification and Pay Plans, and the policies and procedures issued by the Director.

(j) No person shall make any false statement, certificate, mark, rating, form or report with regard to any application, test, certification, personnel transaction, appointment or employment made under any provision of the Article, the Rules, or a regulation of the Department of Civil Service, or in any manner commit or attempt to commit any fraud preventing the impartial execution of the Article, Rules and regulations.

(k) No applicant for examination, eligible on any register, appointing authority or his agent, or State employee, shall directly or indirectly persuade, induce or coerce or attempt to persuade, induce or coerce any prospective applicant or eligible to withhold filing application or to withdraw from competition or eligibility for positions in the Classified Service for the purpose of either improving or injuring the prospects for appointment of any such applicant or eligible. The penalty for violation of this sub-section by applicants or eligible's shall be cancellation by the Director of any or all applications or eligibilities. The Commission, after investigation and hearing, may also impose such penalties as may be provided by the Article against any person in violation thereof.

(l) Discrimination as defined in Rule 1.14.1 is prohibited.

(m) It shall be the duty of every classified employee to assist the Commission and the Department of State Civil Service in effectively carrying out the provisions of the Article and Rules, and to assist the State Police Commission in effectively carrying out the provisions of Article X, Part IV, and the Rules of the State Police Commission, and to answer truthfully, whether under oath

or otherwise, all proper questions put to him by authorized representatives of the Department or the Commission, or of the State Police Commission.

(n) No action shall be taken or authorized to be taken by any person without approval of the Commission or the Director when such approval is required by either the State Constitution or Civil Service Rule.

(o) No person shall fail to comply with any order or directive of the Commission unless such order or directive is otherwise stayed by a Court of proper jurisdiction or unless within the time limits provided by applicable rule or law.

(p) Except with the prior approval of the Commission, no person shall be placed in any classified position in a department in which he/she is, or within the past two years was, a statutory appointing authority.

(q) No person shall fail to comply with any order or directive issued by the Director pursuant to the authority granted by the rules.

(r) No person shall fail to comply with any agency policy or procedure when the rules require either the Director or the Commission to specifically approve such policy or procedure, and where such approval has been obtained.

(s) No person shall fail to comply with any delegation agreement.

## **2. Unclassified Employees**

No teaching or professional staff member or administrative officer of educational institutions under the management and supervision of Sowela shall be prohibited from exercising their freedom of political expression or association; provided that, no such employee or officer shall act or express him/herself in any manner which suggests that Sowela or the Board has taken a position in support of any candidate or political party placed before the electors of the State. Further, no employee or officer of Sowela shall identify him/herself as an employee or officer of Sowela when expressing his/her opinion with respect to any candidate or political party placed before the electors of the State.

## **3. On-Premises Activity:**

The placement of leaflets, cards, placards, etc, in support of a candidate or political party, on the campus of any educational institution under the management and supervision of Sowela, by an employee of Sowela, is prohibited.

**C. Seeking and/or Holding Public Office:**

Should an LCTCS employee, who is otherwise eligible, seek and/or hold public office, the following conditions shall apply:

- 1) All conditions of Sowela’s Policy on Outside Employment of LCTCS employees must be met.
- 2) An employee is required to notify the institutional Chancellor of the said employee’s intention to seek and hold public office prior to the date of qualification.
- 3) The employee is required to continue his/her normal workload, including his/her teaching duties, and to maintain all other duties and office hours required by Sowela, during the period of campaigning for and while holding public office. If the employee is unable to meet condition (3) above, annual leave or leave without pay may be requested for the appropriate period of time, in accordance with the leave rules and policies of Sowela. Additionally, said employee shall not, in any way, suggest or indicate that he/she is a spokesperson for or on behalf of the affected institution or Sowela.

**D. Existing Public Office Holders:**

The provisions of Paragraph B(1) of this policy, regarding Sowela’s System Policy On Outside Employment, shall not apply to any employee in Sowela who holds public office on the effective date of the adoption of this policy.

Source of Policy HR  
Related Policy: LCTCS/DSCS

Responsible Administrator: Human Resources  
LCTCS Policy Reference: 6.019  
LCTCS Guideline Reference: NA  
Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Chancellor