

## **PUBLIC SERVICE POLICY FOR COLLEGE EMPLOYEES**

### **RESOLUTION 2018-41**

**WHEREAS**, Ivy Tech Community College is a state educational institution established and operating under the laws of the State of Indiana, and

**WHEREAS**, as a public institution the College does not endorse political candidates, political activities, or partisan activities, and

**WHEREAS**, College employees are afforded constitutional rights and privileges of free speech, association, thought, and action; and they are expected to abide by the responsibilities attendant to the exercise of these rights, and

**WHEREAS**, we understand that some employees, who wish to do so as a personal activity, may desire to participate in political activities and public service, and

**WHEREAS**, the College has long had a policy prohibiting employees from engaging in political activities while acting as a representative of the College, and

**WHEREAS**, the College has not heretofore had a policy applying to employees participation in public service outside of their employment with the College, and

**WHEREAS**, in order to better inform employees of how they may participate in public service while not implicating the College, a public service policy should be established.

**NOW THEREFORE BE IT RESOLVED**, The Trustees of Ivy Tech Community College do hereby establish the Public Service Policy, which is attached hereto as Exhibit A, with said policy being placed in the Employee Handbook of the College in the section entitled General College Operations in the subsection Standard of Conduct.

**STATE TRUSTEES  
IVY TECH COMMUNITY COLLEGE**

  
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**Paula Hughes-Schuh, Chairman**

  
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**Marianne Glick, Secretary**

**Dated October 4, 2018**

## **Public Service Policy**

Ivy Tech, as a state supported educational institution and an instrumentality of the State of Indiana for certain purposes under IC 21-22, does not endorse political candidates, political activities, or partisan activities. Employees are afforded constitutional rights and privileges of free speech, association, thought, and action; and are expected to abide by the responsibilities attendant to the exercise of these rights. The College understands that some employees, who wish to do so as a personal activity, may desire to participate in political activities and public service. An employee who intends to become a candidate for election or appointment to any public office, or to hold any public office, is responsible for knowing and complying with the policy set forth herein, and all state and federal election laws.

### **Definitions**

“Federal office” refers to President of the United States, Vice President of the United States, and Senator and Representative in the Congress of the United States. IC 3-5-2-24

“Elected office” means a federal office, state office, legislative office, school board office, or local office. Political party offices (such as precinct committeeman and state convention delegate) are not considered to be elected offices, for purposes of this policy. IC 3-5-2-17

“Candidate” means a person who:

- (1) has taken the action necessary to qualify under Indiana law for listing on the ballot at an election or to become a write-in candidate;
- (2) has publicly announced or declared candidacy for an elected office; or
- (3) otherwise seeks nomination for or election to an elected office, regardless of whether the individual wins election to the office.

IC 3-5-2-6.

“Candidate’s committee” means:

- (1) the principal political committee that each candidate is required to have under IC 3-9-1; or any federal law, or
- (2) an exploratory committee established by a candidate who has not decided whether to become a candidate for a specific office.

IC 3-5-2-7.

“Legislative office” refers to senator and representative in the Indiana general assembly. IC 3-5-2-28

“Local office” means a circuit office (including judge), county office, city office, town office, township office, or other civil office for which the electorate of a political subdivision votes. The term includes all elected offices other than federal, state, legislative, and school board offices. IC 3-5-2-29

“Public servant” means a person who is elected or appointed to office to discharge a public duty for a governmental entity. IC 35-31.5-2-261(2)

“Appointed office” means a position appointed by an elected office or governmental entity to discharge a public duty for a governmental entity.

“School board office” refers to an elected position on the school board of a school corporation. IC 3-5-2-45

“State office” refers to the governor, lieutenant governor, secretary of state, auditor of state, treasurer of state, superintendent of public instruction, attorney general, justice of the supreme court, judge of the court of appeals, and judge of the tax court. IC 3-5-2-48

### Policy

A full-time employee’s primary professional or occupational commitment is to the College. Part-time employees are expected to devote their professional or occupational time and energy in accordance with their agreed upon commitments. The Political Activities policy states that employees must not use their positions with the College for political influence or give the impression that they are doing so. As such, individuals serving in certain positions in the College may not become a candidate for elected office or form a candidate’s committee while employed with the College. Individuals in these positions serve as public spokespeople for the College and are often required to interact directly with local, state and federal elected officials and petition local, state and federal governments on behalf of the College and is in conflict with the College’s nonpartisan/nonpolitical position. These positions are:

- President
- Those individuals serving on the Cabinet of the President
- Chancellors

Before becoming a candidate for elected office, forming a candidate’s committee, or becoming a public servant, an employee must execute a written agreement with the College attesting that

appropriate arrangements have been made to ensure their candidacy in no way will interfere with the full performance of their employment with the College or the College's nonpartisan/nonpolitical position. The arrangements made and the written agreement are subject to the approval of the Chancellor of the Campus, if a campus employee, and the President.

Employees who seek an elected office or appointed office must do so on their own time. If the duties associated with either their campaign for elected office or their service in appointed or elected office will interfere with the full performance of the employee's duties as an employee of the College, then an alternate relationship with the College, which may include a change from full-time status to that of part-time, an unpaid leave of absence, or termination of employment, must be arranged.

No College resources, personnel or equipment of any kind may be used in furtherance of an employee's candidacy for elected office or during their service in elected or appointed office. The employees must be clear in their statements of candidacy that they are not speaking on behalf of the College, and they must do everything reasonably within their control to assure that there is no public misperception on this point.