

| Political Activities Procedures | |
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| Purpose | |
| 1.1 | To give clear guidance on issues of political and political related activities. |
| Scope | |
| 2.1 | This policy is applicable to all UNMC employees to include Office/Service, Managerial/Professional, Faculty, and Other Academic positions. |
| Basis of the Policy | |
| 3.1 | <p>The Bylaws of the Board of Regents gives clear guidance on the issues of political activities. However, public accountability demands that employees refrain from using state resources (i.e., telephone, work time, UNMC letterhead and electronic mail, staff time).</p> <p>The Bylaws of the Board of Regents gives clear guidance on the issues of campaigning for regental candidates, part-time and full-time political activities and lobbying on political issues of some significance.</p> <p>Click here to view the Bylaws of the Board of Regents of the University of Nebraska</p> |
| Authorities and Administration | |
| 4.1 | The UNMC Human Resources' Division Director of Employee Relations is responsible for the administration, implementation, and maintenance of the Political Activities policy at the campus level in consultation with the Assistant Vice Chancellor for Business and Finance Executive Director of Human Resources and the Vice Chancellor for Business and Finance. |
| Procedures for Political Activities | |
| 5.1 | An employee contemplating filing as a candidate for any part-time public office or entering upon the performance of the duties of any part-time public office to which he or she may be elected or appointed, shall notify the chancellor and appropriate dean or division head of his or her intention to do so. It will be the duty of the Chancellor to determine to what extent such political activities will interfere with the employee's regular duties and to decide to what extent his or her duties and compensation will be curtailed. |
| 5.2 | <p>Criteria Used:</p> <p>The criteria to be used in determining the extent to which such political activities interfere with the performance of regular duties of the employee may be:</p> <ol style="list-style-type: none"> 1. The time which he or she shall be required to devote to such political activities during the period assigned for the performance of his or her duties to the University; 2. The time which, in the absence of such political activities, he or she would devote to University duties, such as administrative, class, laboratory, research, extension, counseling, meeting schedules, necessary preparation for the performance of his or her duties, etc. 3. The duration such political activities and duties will last. |
| 5.3 | The curtailment of an employee's duties and compensation shall follow the principle that adjustments in duties and compensation shall be commensurate with the degree of interference |

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| | with an employee's regular duties |
| 5.4 | A member of the staff seeking a full-time public office shall be required to take a leave of absence without pay during the period in which he or she shall be a candidate for either the primary or general elections. Such leaves of absence shall commence no later than the date on which a candidate must file for that office. |
| 5.5 | In the event the employee is elected or appointed to a full-time public office, he or she must resign his or her position with the University effective on the date of commencing the new office. |
| 5.6 | <p>Campaigning on University Work Time:</p> <ol style="list-style-type: none"> 1. No employee shall engage in political activity while on duty or within any period of time in which he or she is expected to perform services and receives compensation from the Medical Center. 2. No employee shall use state funds, supplies or vehicles in the campaigning for or against candidates or engaging in political activity. 3. No Medical Center employees shall promise, threat or coerce any employee to support or contribute to any political issue, unit, or party. 4. Medical Center employees are encouraged to express freely their views as citizens and to cast their vote in primary and general elections. |
| Procedures for Political Related Activities | |
| 6.1 | These procedures apply to all employees regarding activities such as lobbying, holding political office and campaigning for candidates for political office. |
| 6.2 | Employees of UNMC are free to testify or otherwise publicly comment on any issues of interest to them so long as they do so as an individual and not as a representative of UNMC |
| 6.3 | When speaking at a public forum, one should indicate explicitly that the comments to be made are of a personal nature and do not represent a policy decision on the part of UNMC |
| 6.4 | If written correspondence is used to advocate a personal position on the public policy issue, it should be done on personal time without use of staff resources and on stationery that does not identify UNMC in any way. As with the public forum, the letter should indicate that the individual is not speaking on behalf of UNMC, but as an individual. |
| 6.5 | When speaking as faculty members or employees of UNMC, individuals should confine their comments to providing information that will help informed debate or resolve an issue rather than take a stand on one side of an issue. For example, UNMC employees might appropriately be asked to provide information on the likely impact of decreasing specific publicly-funded services. They might also be asked to provide factual information such as the harm of smokeless tobacco use, or the risk of not using seat belts. In such cases, it is appropriate for an individual to speak as an employee or faculty member of UNMC. Responsibility to one's colleagues includes an obligation to convey accurate and timely information. Regardless of intent or thrust of a statement concerning a public policy issue relating to UNMC, employees are encouraged to |



Campus Policy
 Political Activities Procedures
 Policy #: 1060
 Effective Date: October 17, 2003
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 Reviewed Date: 12/29/03, 1/6/11

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| | contact the executive assistant to the chancellor and/or the department of public affairs, <u>before</u> written or spoken comments become public, so that the campus administration can be informed appropriately. |
| 6.6 | This policy is not intended to deter UNMC faculty and employees as individual citizens from speaking out on issues which they find important or essential, but to keep UNMC employees from acting or appearing to act as spokespersons for UNMC without authority to do so. Personal participation in the democratic process is not only sanctioned, but encouraged, so long as such participation is clearly identified as personal and not on behalf of UNMC. |
| Equal Employment Opportunity | |
| 7.1 | The University of Nebraska Medical Center declares and affirms a policy of equal educational and employment opportunities, affirmative action in employment, and nondiscrimination in providing its services to the public. Therefore, the University of Nebraska Medical Center shall not discriminate against anyone based on race, age, color, disability, religion, sex, national or ethnic origin, marital status, genetic information, sexual orientation, political affiliation, Vietnam-era veteran status, or special disabled Veteran status. Sexual harassment in any form, including hostile environment and quid pro quo, is prohibited. |
| For additional information, contact HR – Employee Relations at 402-559-8534 or 402-559-7394 or 402-559-4371. | |