



308.3 – Political Activity

Purpose:

To operationalize Bismarck State College's 308.3 Political Activity Policy.

Procedure:

Employees who are either candidates for public office or engaging in political activities must remember that their first obligation is to BSC.

1. For nine-month faculty, this means that all assigned classes must be taught on schedule and that regular office hours must be kept. For employees holding twelve-month appointments with specific annual leave allowances, the appropriate use of such leave for political activities during normal working hours must be discussed with and agreed upon with their immediate supervisor. Annual leave must be used for any activity or absence from the campus. However, annual leave will be denied if it substantially limits the employee's ability to fulfill his or her BSC responsibilities.
2. If a BSC employee is requesting extended leave due to political activities, an agreement must be reached with their supervisors and the BSC President regarding the employee's work status with BSC. The employee must make the request in writing at least forty-five days in advance including a plan for how job duties will be completed during the absence.
3. Regarding any political use of campus facilities and services, BSC's policy is that they may be used only by BSC employees for purposes related to their official BSC responsibilities. The campus mail system or BSC employee lists shall not be used for political purposes.
4. All BSC employees must comply with applicable federal and state laws regarding political activities. Section 39-01- 03 of the North Dakota Century Code prohibits the use by a state officer or employee of a state-owned motor vehicle for a political activity. Section 39-01-05 further prohibits state officers or employees engaged in political activity from receiving any expense moneys from the state for any day in which they have engaged in any political activity and makes them personally liable to the state for any such money unlawfully received.

References:

SBHE Policy: 308.3 Political Activities [Political Activities.docx \(sharepoint.com\)](#)



Policy: 308.1 Officer and Employee Code of Conduct [Officer and Employee Code of Conduct.docx \(sharepoint.com\)](#)

Policy: 308.2 Required Reports of Violations; Reprisal or Retaliation Prohibited
[Required Reports of Violations; Reprisal or Retaliation Prohibited.docx \(sharepoint.com\)](#)

History of This Policy Procedure:

First policy: November 16th, 2023.

Reviewed by Campus Council on October 11th, 2023 and reviewed by the Executive Council on October 18th, 2023 and approved by the President on November 16th, 2023.