

Administrative Series—2000

## **POLITICAL ACTIVITY OF EMPLOYEES**

- Employee:**
1. Requests release time from **supervisor** to participate in activity. (Requests should be made at least 24 hours in advance to accommodate scheduling.)
    - 1.a. If the activity is of a personal nature, employee uses personal leave or vacation time.
    - 1.b. If the activity is educationally related, employee may request college release time.
- Supervisor:**
1. Considers request and approves or denies; communicates decision to employee.
    - 1.a. If employee wishes to represent college in activity, supervisor forwards request to area administrator.
- Area Administrator:**
1. Reviews employee request to represent college in activity and communicates decision to supervisor/employee.
- Director of Legal Resources:**
1. Shall be responsible for posting “Notice to ALL Public Employees” per statutory requirements.<sup>1</sup>

June 2, 1985  
*Adopted College Council*  
March 8, 2006  
*Revised*

February 26, 2015  
*Revised by College Executive Administration*

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<sup>1</sup> ORS 260.432