



**Title:** Seeking and Holding Political Office  
**Effective Date:** 02/10/08  
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**Cancellation:**  
**Office:** Human Resources (HR 500)

**Seeking and Holding Political Office**

Louisiana Technical College (LTC) outlines the guidelines on policy for employees Seeking and Holding Public Office. This policy applies to all unclassified and classified employees of the College.

*Policy Reference:* Louisiana Constitution Article 10, Section 9  
 Civil Service Rules 14.1(e), (f) and (g), and General Circular No. 1449  
 LCTCS Policy # 6.018 Outside Employment  
 LCTCS Policy # 6.019 Engagement in Political Activity  
 LTC Form # HR500.7 Disclosure of Outside Employment

*Review Process:*

X	Reviewing Council/Entity	Review Date	Effective Date
X	LTC Financial Staff	10/17/05	
X	LTC Human Resources Committee	10/20/05	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

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 Hard Copy Distribution to LTC Regional Directors

*SIGNATURE*

*James R. Sawtelle, III  
 Vice President for Career & Technical Education*



**Seeking and Holding Political Office  
Procedures and Specific Information**

Louisiana Technical College (LTC) outlines the guidelines on policy for employees Seeking and Holding Public Office.

**578.1 SCOPE AND APPLICABILITY**

This policy applies to all unclassified and classified employees of the LTC. Louisiana Technical College seeks to provide an environment of independence without regard to political affiliation.

**578.2 AUTHORITY TO AUTHORIZE/APPROVE**

The Board of Supervisors recognizes the rights of individuals. The Board acknowledges that political involvement of employees can be a conflict of interest to the institution, and has instituted a code of conduct relating to political activity.

**578.3 GENERAL PROVISIONS**

**578.3.1 *Political Activity*** - includes a payment or promise of any assessment, subscription or contribution to a political party, candidate or faction; actively participating in the management of political affairs; filming, taping, and participating in promotional announcements for political support, lobbying; and seeking and/or holding political office.

**578.3.2 *Unclassified Employees*** - Faculty instructor, professional staff member, or administrative officers will not be prohibited from exercising their freedom of political expression or association. If an employee seeks and/or holds public office, then the following conditions shall apply:

**578.3.2.1** All the provisions of the Outside Employment policy must be followed.

**578.3.2.2** The employee is required to notify the Regional Director and Senior Vice President for Career and Technical Education prior to the disqualification date.

**578.3.2.3** The employee is responsible for continuance of the normal workload as required by the institution.

**578.3.3 *Classified Employees*** - The guidelines for classified employees engaged in political activity shall be in accordance with Article 10, Section 9 of the Louisiana Constitution, Civil Service Rules 14.1 (e), (f) and (g) and the General Circular No. 1449.

**578.3.4 *On-premise Activity*** - Louisiana Technical College strictly prohibits the placement of leaflets, cards, placards, etc. representing or supporting a political candidate or political party, on any LTC campus by an employee.

**578.4 LIMITATIONS**

- 578.4.1** The application of this policy does not affect any employee of the LTC who holds public office on the effective date of policy adoption.
- 578.4.2** LTC employees or officers are restricted from identifying him/herself as an employee or officer of the College when expressing opinion referring to any candidate or political party before State electors.
- 578.4.3** Employees shall not make indication to be a spokesperson of Louisiana Technical College.
- 578.4.4** If an employee is unable to meet the criteria set, then annual leave or leave without pay may be requested for the appropriate period, in accordance with applicable leave policies.

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