

**Florida A & M University
Office of Human Resources**

HR OPERATING POLICY-PROCEDURE

Procedure No. HR-6000

Subject: Political Activity	
Authority: Florida A&M University Regulation 6C3-10.136	Effective Adopted Date: 07/01/1999
Revision(s):	06/27/1996; 3/2017
Related References	
Purpose	Policy/procedure on employees holding office

1.0 General Information

2.0 Definitions

3.0 Responsibilities

4.0 Procedures

- A. Any employee who proposes to seek or hold public office should notify in writing the President or President's designee via the supervisor and/or department head of his/her intentions.

- B. The written notification of intent by the employee to the President or President's designee should advise of the title of the public office to be sought, a general description of the duties of the office, and what effect, if any, such duties will have on his/her full discharge of duties at Florida A&M University.

- C. The President or President's designee should determine whether the seeking of or holding of public office by the employee appears to constitute an interference with the full discharge of the employee's duties or that the employee is not subject to the Hatch Act, which would preclude his/her holding public office.

- D. If it is determined that the seeking of or holding of public office by the employee appears to interfere with the full discharge of the employee's duties, the President or President's designee should discuss the matter with the employee within 10 working days of receipt of the report.

- E. If it is determined by the approval authority, after discussion, that the seeking of public office will interfere with the full discharge of the employee's duty, the employee should be promptly notified if he/she will be required to take a leave of absence or submit a resignation from employment.

- F. If the seeking of or holding of public office does not interfere with the full discharge of the employee's duties, the employee should be advised in writing of the decision which should be final, a copy of determination should be maintained in the employee's official personnel file.