

# Policy Manual



<b>Title:</b> Use of College Assets for Political Activity by College Employees	<b>Number:</b> 6Hx2-3.48
<b>Legal Authority:</b> Fla. Statutes §104.31; 112.313(6)	<b>Page:</b> Page 1 of 3

## GENERAL STATEMENT

Pursuant to Florida Statutes, this policy provides direction to employees related to the use of state assets in relation to political activities. Specifically, it is against Florida law and Broward College policy for any employee, while conducting College business or while using College Assets, as defined below, to use his/her authority or influence to impact an election or to try to influence another person's vote.

## THE POLICY and THE FACULTY and STAFF

The provisions of this section shall not be construed so as to prevent an individual from becoming a candidate for any elective office. An employee seeking to hold or be a candidate for public office during the time the employee receives compensation from Broward College must be authorized by the President. The President's administrative staff shall confirm no conflicts of interest exist and that any political activity will not interfere with the employee's state employment. In addition, the employee may not participate in any political campaign for an elective office during work hours, use Prohibited Assets, as defined below, or College Assets in connection with his/her campaign or engage in any political activity or politically-related duties during work time.

The types of political activity prohibited by this policy include, but are not limited to, the following:

1. Employees of the College will not actively support or oppose, or solicit support for or opposition to, any candidate for a public office, a political party or any issue related to a referendum matter, using College Assets. This prohibition does not apply to non-partisan voter education information or research which has been approved in advance by the President of the College or his/her designee. Examples of activity prohibited by this section include:
  - a. Conducting voter education activities, such as those involving questionnaires, if confined to a narrow range of issues or skewed in favor of certain candidates for public office, a political party or a referendum matter;
  - b. Publishing ratings of the candidates for a public office, particularly in situations where the ratings could be viewed as reflecting the views of the College or College Assets are used in connection with the preparation or publication of such ratings; or
  - c. Public statements, oral or written in support of a candidate for a public office, political party or referendum matter, where there is risk that the statements would be perceived as support or endorsement by the College.

**History:** Issued October 28, 2008; revised on September 25, 2012; revised September 23, 2014; revised February 7, 2023

**Approved by the Board of Trustees**

**Date:**  
2/7/2023

**President's Signature**

**Date:**  
2/7/2023

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2. As citizens, employees of the College are permitted to express their opinions on political candidates or issues through any mode of expression recognized as being protected by the First Amendment to the U.S. Constitution. In the expression of such opinions, however, unless approval is granted in advance by the President of the College or his/her designee, employees will refrain from identifying themselves as employees of the College. Any political correspondence written by an employee shall not use College Assets for the correspondence unless approved in advance by the President of the College or his/her designee. Examples of activity prohibited by this section include:
  - a. Using institutional letterhead in support of a candidate for a public office, political party or referendum matter;
  - b. Using message boards and forums affiliated with the institution's website to support a particular candidate for a public office; or
  - c. Providing hyperlinks to the webpages, or other space on the College's website, of one or more candidates for public office in a manner that favors one candidate over another.
3. An employee of the College may not use the authority of his/her position to support or oppose or solicit support for or opposition to any candidate, party, or issue in an election. Examples of activity prohibited by this section include:
  - a. Coordinating institutional fundraising with the fundraising of a candidate for public office, political party or referendum issue;
  - b. Coordinating voter education activities with campaign events of a candidate for public office, political party or referendum issue; or
  - c. Providing a candidate for public office a forum to promote his/her campaign if other candidates for the same office are not treated equally.
4. Employees of the College will not provide a candidate for public office with the use of College Assets to promote his/her campaign unless the same College Assets are made available to all other candidates for the same office.
5. Employees of the College will not use Prohibited Assets, as defined below, under any circumstances for any activities described in this policy.

## IMPLEMENTATION and OVERSIGHT

The Vice President, Talent and Culture has responsibility for the implementation and oversight of this policy. The Vice President, Talent and Culture will work with the appropriate parties in the implementation and oversight of the policy and will review this policy annually.

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## VIOLATION OF POLICY

Violations of this policy shall be investigated by the Vice President, Talent and Culture and/or his/her designee who will work with the appropriate parties in determining the course of action. Violations of this policy may result in disciplinary action up to and including termination. Any person violating the provision of Florida Statute 104.31 is guilty of a misdemeanor of the first degree as stipulated in s.775.082 or s.775.083.

## DEFINITIONS

College Assets – College Assets include physical facilities, College letterhead, mailing lists that are the property of the College, College photocopiers, email and telephones.

Prohibited Assets – Prohibited Assets include employee work time.

**History:** Issued October 28, 2008; revised on September 25, 2012; revised September 23, 2014; revised February 7, 2023

**Approved by the Board of Trustees**

**Date:**  
2/7/2023

**President's Signature**

A handwritten signature in black ink, appearing to be "John" followed by a long, sweeping flourish.

**Date:**  
2/7/2023