



## INTEROFFICE MEMORANDUM

Date: August, 2019  
TO: All College Employees  
FROM: G. Duncan Harris, Chief Executive Officer *DH*  
SUBJECT: Political Activity

All employees need to be aware that provisions of State and Federal law, as well as the Board of Trustees Ethical Conduct Policy, govern political activities of all State employees (including employees of Capital Community College).

State employees may not engage in any form of political activity during work hours. This includes activities such as posting notices, soliciting funds, and distribution of leaflets, as well as wearing campaign buttons, stickers, T-shirts, etc. in support of candidates. Given the seriousness of the issue, you should be aware that violations of law or policy regarding political activity can be considered a just cause basis for disciplinary action.

While employees are encouraged to engage in civic matters and to exercise all of their freedoms, they must do so within the boundaries of the law. Please maintain your awareness of the importance of avoiding any appearance of partisan political activity at the College.

Thank you for your cooperation.