

UIC POLICIES AND PROCEDURES

NUMBER
311

MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 2
SUBJECT Political Activities/Involvement in the Workplace	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To define UIC policy concerning political involvement and activities.

SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules

APPLICABILITY

All UIC employees

POLICY

Employees are encouraged to exercise their rights and obligations as citizens and to participate in political activities, except those that are prohibited by law or conflict with employees' UIC duties.

An employee is prohibited from:

- soliciting or accepting a political assessment, subscription, or contribution from any officer or employee;
- soliciting or accepting any contribution in cash or in kind for political purposes at the workplace of any office or employee;
- taking of any personnel action or making any promise or threat of action with regard to any employee because of the giving or the withholding of a political contribution or service; and
- participating in any political activity or meeting while scheduled for work.

The Assistant Vice President of Human Resources or a designee will be available to counsel any employee regarding political activities and their impact on UIC employment practices.

PROCEDURES

RESPONSIBILITY

1. Employee

ACTION

Exercises political freedom, while keeping in mind legal or institutional prohibitions. If unsure of specific activities, seeks counsel from the supervisor or the Vice Chancellor for Human Resources.

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2. Supervisor or Assistant Vice President
of Human Resources

Advises employees, as necessary.