I. PURPOSE

The purpose of this policy is to advise University of South Florida System (USF System) employees who wish to seek elected public office of the requirements of law and University policy and the effect of the law and policy on their employment with the USF System.

II. POLICY AND PROCEDURE

The right to be a candidate for and hold public office is a valuable one which requires a significant expenditure of intellectual and physical energy and time. Generally, University employees will be expected to take a leave of absence when running for public office would interfere with the full discharge of the employee's University duties. Employees must take all reasonable steps to avoid conveying the impression that the employee is an agent or representative of the USF System and avoid even an appearance of a conflict in this regard. Generally, University employees should resign, if elected, when holding public office is incompatible with University duties. The following is a summary of the provisions of State law and procedure respecting each category of University employment. The Federal Hatch Act does not apply to University employees.

III. STAFF

A. Staff employees cannot generally be candidates for or hold non-local public offices.

B. Staff employees may be candidates for and hold local public office when authorized by the Vice President responsible for the unit in which the employee is employed as having no interest which conflicts or activity which interferes with USF System employment.
1. Staff employees seeking or holding public office should submit a request for approval to be a candidate for and/or hold local public office to the Vice President no later than 45 days prior to the deadline for qualifying for office.

2. The Vice President will determine whether the candidacy or duties of the local public office involve an interest which conflicts or an activity which interferes with USF System employment and will either grant or deny the request with reasons stated to the employee.

3. The original of the request and a copy of the Vice President's authorization will be retained in the employee's personnel file.

4. A Staff employee who has been granted approval to become a candidate may be granted a leave of absence without pay or may be allowed to use accrued annual or compensatory leave credits at the Vice President's discretion.

IV. FACULTY AND ADMINISTRATION

Faculty and Administration who intend to seek election to and hold public office shall notify the Vice President responsible for the unit in which they are employed of their intentions by letter which includes facts sufficient for determination to be made whether the candidacy and office will interfere with the full discharge of University duties. Specifically, the Vice President shall be advised of the office sought, the qualifying date, duties of office, hours of work involved in campaigning and holding office and what effect the candidacy will have on University duties. If it is determined that candidacy for and holding public office will interfere with University duties, the employee must take a leave of absence or submit a resignation.

Authorized and signed by:

Betty Castor, President