



**BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA**

OFFICE OF LEGAL AFFAIRS
270 WASHINGTON STREET, S.W.
ATLANTA, GEORGIA 30334

PHONE (404) 962-3255
FAX (404) 962-3264

MEMORANDUM

To: University System Presidents
From: The USG Office of Legal Affairs
Subject: Policy Guidance on Political Activity
Date: December 1, 2016

As you are aware, the University System of Georgia (USG) has a number of policies regarding political activity. With the approach of the new year and the upcoming 2017 Legislative Session, the Office of Legal Affairs is providing the following guidance to address some specific areas as they relate to our institutions and campuses. Please feel free to share this information with your campus communities. If there are any questions or additional information is needed, the USG Office of Legal Affairs can be reached at (404) 962-3255.

Employee Expression of Political Opinions

We respect the rights of our employees to share their own views on political issues. It is important, however, that they do so only in their personal capacities, and that it is done in a way that does not interfere with work, does not involve improper use of state resources, and does not create the appearance that the employee is speaking on behalf of the USG or its institutions. For example, employees desiring to express personal views to elected officials or other third parties: (1) must make it clear their views are personal in nature and do not represent the views of the USG or its institutions, and (2) may not use state resources (including work email) or work time to communicate these views.

In addition, employees are prohibited from using any USG registered trademarks when expressing personal opinions on issues, unless they are otherwise specifically authorized to do so.

Employee Involvement in Political Campaigns

Individuals may not hold elective political office at the state or federal level while employed by the USG. Any employee seeking elective office must notify his or her direct supervisor and request a leave of absence without pay prior to qualifying as a candidate.

Employees are also prohibited from managing or taking an active part in political campaigns during work hours or where such involvement would otherwise interfere with work responsibilities. Under no circumstances may employees use any state property, resources, or materials in conjunction with any political campaigning.