

(e) All requests for the purchase of computer equipment or system software shall be submitted on a form prepared by the Department of Community Colleges which incorporates the requirements of Subparagraph (b) (2) of this Rule.

(f) In addition to any procedures or requirements of the Department of Administration or the State Budget Office, professional personnel in the Department included in Subparagraph (a) (2) and (3) of this Rule who desire to purchase computer equipment or system software under state contract at state contract prices, shall follow the procedures prescribed by the Department.

*History Note:* Authority G.S. 115D-5; 143-58.1(b); S.L. 1995, c. 625;  
Eff. September 1, 1985;  
Amended Eff. July 1, 1998

#### **.0208 POLITICAL ACTIVITIES OF EMPLOYEES**

(a) As an individual, each employee of the community college system retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, the State Board encourages employees of the system to exercise their rights and obligations of citizenship.

(b) Each local board of trustees shall develop a policy on the political activities of its employees, except for the president, that meets the following criteria and submit that policy to the System President to determine if the policy meets these criteria:

- (1) Employees who decide to run for public offices shall notify the board of trustees through the president of their intentions to run and certify that they will not campaign or otherwise engage in political activities during their regular work hours or involve the college in their political activities.
- (2) Any employee, who is elected to a part-time public office, shall certify through the president to the board of trustees that the office will not interfere with his carrying out the duties of the position with the college, or request leave.
- (3) Any employee, who is elected or appointed to a full-time public office or the General Assembly, shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the local board of trustees.
- (4) Any employee who becomes a candidate for public office shall be prohibited from soliciting support during regular work hours. The employee in question is prohibited from soliciting support on college property unless otherwise authorized by the local board of trustees.

(c) Political activities of college presidents.

- (1) Any college president, who decides to run for public office, shall notify the local board of trustees of the intention to run and certify that no campaigning or political activities will be engaged in during regular work hours and that the college will not be involved in the president's political activities.
- (2) Any college president, who is elected to a part-time public office, shall certify to the local board of trustees that the office will not interfere with carrying out the duties of the college presidency, or request leave.
- (3) Any college president, who is elected or appointed to a full-time public office or to the General Assembly, shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the local board of trustees.
- (4) Any college president, who is a candidate for public office, is prohibited from soliciting support during regular work hours. The president in question is prohibited from soliciting support on college property unless otherwise authorized by the local board of trustees. The authorization must be on a case-by-case basis.
- (5) The local board of trustees shall notify the state board if the college president should become a candidate for public office or if the college president is elected or appointed to a public office.

(d) Definitions as used in this Rule.

- (1) Public office means any national, state or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute, or ordinance.
- (2) Membership in the General Assembly is a full-time public office under this Rule.

*History Note:* Statutory Authority G.S. 115D-5; 115D-20;  
Eff. September 1, 1988;  
Amended Eff. September 1, 1993.

#### **.0209 EVALUATION OF PRESIDENTS**

Each local board of trustees shall evaluate its president annually and notify the State Board in writing that the evaluation has been completed by July 1 of each year. The evaluation instrument and method shall be selected by the local board.

*History Note: Statutory Authority G.S. 115D-5; 115D-20;  
Eff. September 1, 1993.*