UNIVERSITY OF DENVER	**UNIVERSITY OF DENVER POLICY MANUAL PUBLIC SERVICE AND POLITICAL OFFICE**	
Responsible Department: Business and Financial Affairs **Recommended By:** Provost, SVC Business and Financial Affairs, and Chief Risk and Compliance Officer **Approved By:** Chancellor	**Policy Number** FINA 3.20.030	**Effective Date** 11/9/2026

I. INTRODUCTION

This Policy attempts to balance conflicting concerns of the University with respect to employee political involvement or elections of employees to public office. On the one hand, the University recognizes that its overall reputation is enhanced by public recognition of the capabilities of its employees. On the other hand, such activities present potential conflict of interest problems and/or possible damage to the University's status as a non-profit organization under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended.

II. POLICY OVERVIEW

In general, unauthorized public service or participation as a University employee in partisan political activities, lobbying activities or similar activities is prohibited unless the employee (1) engages in such activities on such employee's own behalf and does not allow such activities to conflict with such employee's employment obligations to the University, (2) in the absence of authorization, does not make significant use of University facilities including secretarial assistance, office space, telephone, and stationary, and (3) does not otherwise create the appearance that the employee's activities are official actions of the University.

III. PROCESS OVERVIEW

This Policy is not intended to prohibit community service that advances faculty expertise, teaching, or otherwise is widely recognized as being consistent with the University's educational mission. In all other cases, however, employees who anticipate using University facilities or resources (including their own time that otherwise would be devoted to the University) in connection with public service or political involvement shall first obtain authorization from the senior leadership level manager for such employee's division, school, department, or unit and shall inform the Director of Human Resources, in the case of staff, or the Provost, in the case of faculty, so that the University can maintain a central reporting location for oversight over all of its facilities being used for such activities.

Any leave of absence requested in the course of performing public service or holding public office must be obtained in accordance with University Policy HRIC 3.30.010 - *Leave*.

Employees who seek and/or who have obtained authorization for engaging in public service or political office pursuant to this Policy also will disclose such activities in accordance with University Policy 3.20.060 -*Conflict of Interest*.

IV. DEFINITIONS

None

Revision Effective Date	**Purpose**
3/18/1996	*Policy adopted*
6/8/2018	*Omnibus update and added to online Policy Library*
6/28/2021	*Minor revisions*
11/9/2026	*Minor revisions to clarify and update language, titles, and policy references*