



## SECTION A: INTRODUCTION, DEFINITIONS, AND INSTRUCTIONS

### 1. Introduction

Under Section 300.5.2 of the UNC Policy Manual, an employee who is exempt from the State Human Resources Act (an “EHRA employee”) must submit this petition for review before becoming a candidate for or accepting an appointive or elective public office.

Pursuant to the North Carolina Human Resources Act and the North Carolina Public Records Act, this petition and associated approvals are public records and will be released upon request

### 2. Relevant Definitions<sup>1</sup>

- a. “Appointive public office” means a public office that is filled or obtained by means other than an election.
- b. “Conflict of commitment” relates to an individual’s distribution of time and effort between obligations to University employment and participation in other activities outside of University employment. A conflict of commitment occurs when the pursuit of such outside activities involves an inordinate investment of time or is conducted at a time that interferes with the employee’s fulfillment of University employment responsibilities.
- c. “Conflict of interest” means situations in which financial or other personal considerations, circumstances, or relationships may compromise, may involve the potential for compromising, or may have the appearance of compromising, an employee’s objectivity in fulfilling their University duties or responsibilities, including research, service, teaching activities, and administrative duties.
- d. “Elective public office” means a public office that is filled or obtained through the results of an election.
- e. “Full-time employee” means an individual who is employed by the University at least three-quarter (3/4) time, including faculty who are employed on a nine-month per calendar year basis.
- f. “Major public office” means (1) any public office requiring full-time service, regardless of the amount of compensation; (2) any public office requiring service on a part-time basis for which compensation is more than nominal<sup>2</sup>; or (3) membership in the North Carolina General Assembly.
- g. “Minor public office” means any public office that is not a major public office.
- h. “Part-time employee” means an individual who is employed but who is not a full-time employee.
- i. “Public office” means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created, prescribed, or recognized by constitution, statute or ordinance (other than within the University of North Carolina).

### 3. Instructions for Completing Section B of the Petition

The table on the following page specifies which portions of Section B the petitioner must complete. Petitioners also should read Section 300.5.2 in its entirety to ensure they are aware of all applicable requirements and deadlines.

<sup>1</sup> The definitions in Sections 300.5.1 and 300.5.2 of the UNC Policy Manual are incorporated herein by reference.

<sup>2</sup> In this context, “compensation which is more than nominal” means actual annual compensation or expected annual compensation, whichever is greater, in excess of \$10,000, excluding direct reimbursements for expenses incurred by the officeholder incident to holding office, whether such expenses are calculated on a per diem basis or an actual expense basis.

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TYPE OF EMPLOYEE AND PROPOSED ACTIVITY	IN SECTION B, COMPLETE:	POLICY NOTES
<p><b>Any EHRA employee seeking authorization to:</b></p> <p><input type="checkbox"/> Become a candidate for any minor public office</p> <p><input type="checkbox"/> Occupy any minor public office</p>	<p><input type="checkbox"/> Parts 1 and 5</p> <p><input type="checkbox"/> Part 3 required only if requesting leave</p> <p><input type="checkbox"/> Part 4 required only if directed by president or chancellor</p>	<p><input type="checkbox"/> Promptly file with your supervisor a written statement of the amount of any payments to which you would be entitled as a candidate or officeholder <b>and</b></p> <p><input type="checkbox"/> If directed by the president or chancellor, submit a petition demonstrating that holding this public office will not create a conflict of commitment</p>
<p><b>Any EHRA employee seeking authorization to:</b></p> <p><input type="checkbox"/> Become a candidate for any major public office</p>	<p><input type="checkbox"/> Parts 1, 2, 3, and 4</p>	<p><input type="checkbox"/> Submit a petition for a full or partial leave of absence during period of candidacy <b>and/or</b></p> <p><input type="checkbox"/> Submit a petition demonstrating that becoming a candidate for this public office will not create a conflict of commitment</p>
<p><b>A full-time EHRA employee seeking authorization to:</b></p> <p><input type="checkbox"/> Occupy a full-time public office</p>	<p><input type="checkbox"/> Parts 1 and 3</p>	<p><input type="checkbox"/> Submit a petition for a full leave of absence (for up to two years) for the time during which you will hold public office</p>
<p><b>A full-time EHRA employee seeking authorization to:</b></p> <p><input type="checkbox"/> Occupy a part-time public office for which compensation is more than nominal</p> <p><input type="checkbox"/> Occupy a seat in the NC General Assembly</p>	<p><input type="checkbox"/> Parts 1, 2, 3, and 4</p>	<p><input type="checkbox"/> Submit a petition for a full or partial leave of absence during time in office <b>and/or</b></p> <p><input type="checkbox"/> Submit a petition demonstrating that holding this public office will not create a conflict of commitment</p>
<p><b>A part-time EHRA employee seeking authorization to:</b></p> <p><input type="checkbox"/> Occupy a full-time public office</p> <p><input type="checkbox"/> Occupy a seat in the NC General Assembly</p>	<p><input type="checkbox"/> Parts 1, 2, 3, and 4</p>	<p><input type="checkbox"/> Submit a petition for a full or partial leave of absence during time in office <b>and/or</b></p> <p><input type="checkbox"/> Submit a petition demonstrating that holding this public office will not create a conflict of commitment</p>
<p><b>A part-time EHRA employee seeking authorization to:</b></p> <p><input type="checkbox"/> Occupy a part-time public office for which compensation is more than nominal</p>	<p><input type="checkbox"/> Parts 1 and 5</p> <p><input type="checkbox"/> Part 3 required only if requesting leave</p> <p><input type="checkbox"/> Part 4 required only if directed by president or chancellor</p>	<p><input type="checkbox"/> Promptly file with your supervisor a written statement of the amount of any payments to which you would be entitled as a candidate or officeholder <b>and</b></p> <p><input type="checkbox"/> If directed by the president or chancellor, submit a petition demonstrating that holding this public office will not create a conflict of commitment</p>

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**SECTION B: PETITION INFORMATION**

<b>Petitioner's Name:</b>	
<b>Petitioner's Institution:</b>	

**1. NATURE OF PETITION**

<input type="checkbox"/> New Petition	<input type="checkbox"/> Supplement/Amendment to a previously submitted Petition
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<b>UNC Position Title</b>	
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**Petitioner's UNC Appointment Type**

<input type="checkbox"/>	9-Month Faculty
<input type="checkbox"/>	12-Month Faculty
<input type="checkbox"/>	Senior Academic and Administrative Officer, Tier I
<input type="checkbox"/>	Senior Academic and Administrative Officer, Tier II
<input type="checkbox"/>	Other EPA Non-faculty appointment

**Petitioner's Full/Part Time Status**

<input type="checkbox"/>	Full-Time (at least ¾ time or 9 months)
<input type="checkbox"/>	Part-Time (less than ¾ time or 30 hrs/wk)

<b>Public Office Title</b>	
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**Public Office Type** (as defined in Section A)

<input type="checkbox"/>	Full-Time Public Office
<input type="checkbox"/>	Member of General Assembly
<input type="checkbox"/>	Part-time public office with compensation exceeding \$10,000
<input type="checkbox"/>	Part-time public office with compensation not exceeding \$10,000

**Activity Type** (check all that apply)

<input type="checkbox"/>	Campaign for Public Office
<input type="checkbox"/>	Occupy a Public Office

**2. DESCRIPTION OF DUTIES AND WORK SCHEDULE** (Supplemental information may be attached to this Petition.)

**Petitioner's University Duties** (Provide a breakdown of the percent of time dedicated to assigned work duties assuming a 40-hour work week unless regularly schedule to work fewer hours per week. Examples of categories include teaching and grading, instructional preparation, mentoring/advising students, supervision of staff, research and writing, University committees or service, external committees or service, fundraising, or other project/program management.)

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**Petitioner's Assigned Work Schedule** (Even if not regularly defined, indicate all key obligations that are on a set schedule.)

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**Campaign Activities** (Provide a description of campaign activities, including types of campaign events, meetings with constituents and campaign staff, travel time for such meetings, or other expected activities.)

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**Expected Time Commitments for Campaigning** (Include beginning and end dates for campaign, dates/times of all key obligations known or anticipated, expected average hours per work week, particularly hours that would fall within the petitioner's assigned work schedule.)

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**Public Office Duties** (Provide a description of the duty requirements for the public office, including meetings with constituents, travel time, standing committee obligations, or other expected service requirements.)

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**Expected Time Commitments for Holding Office** (Include beginning and end dates of term, dates/times of all key obligations known or anticipated, expected average hours per work week, particularly hours that would fall within the petitioner's assigned work schedule.)

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**3. LEAVE REQUEST**

- No leave requested.
- Full leave of absence (Required if full-time employee occupying a full-time public office, not to exceed two years.)
- Partial leave of absence (Approval of scope and duration are at the discretion of the Petitioner's institution.)

Describe the proposed work schedule, including total hours per work week. Provide the time frame for the absence, using specific dates as often as practicable. Clarify if this leave or reduced schedule is being requested intermittently or continuously.

**4. ATTESTATION OF NO CONFLICT OF COMMITMENT**

Explain why the proposed campaigning and/or office-holding does not create a conflict of commitment with your University duties. If requesting a partial leave of absence, clarify what duties you propose to eliminate or reduce, if any, during this period. Please note that the Board of Governors do not permit partial leave of absence or full leave of absence for a portion of a semester that adversely would affect the instructional services available to students, (for example, substituting another instructor for the petitioner to teach a course for a portion of the academic term.)

**5. PAYMENT FOR PUBLIC OFFICE**

Indicate the amount of any payments you would be or are entitled to as a candidate for or officeholder of this public office.

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**SECTION C: SIGNATURE OF PETITIONER**

I hereby certify that all information submitted on this Petition and any supporting documentation provided is true, complete to the best of my knowledge and belief, and filed in good faith.

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Date

**SECTION D: REVIEW AND DECISION**

**This petition will be reviewed and a decision will be made pursuant to Section 300.5.2 of the UNC Policy Manual.**

If the Petition is in regard to a minor public office (or, for a part-time employee, for a part-time public office with compensation less than \$10,000), then only supervisory receipt is required and no further action is necessary. However, if the president (with respect to senior academic and administrative officers (SAAO) and employees of the UNC System Office) or the chancellor (with respect to other employees of the constituent institution, other than SAAOs) believes that a material conflict of commitment may exist in a particular case, the president or the chancellor may direct this petitioner to complete the attestation of no conflict of commitment, and the chancellor (or president) would submit the petition either to the Board of Governors or the appropriate board of trustees for resolution.

Petitions by SAAOs, and by any other employee if the petition concerns candidacy and office-holding in the General Assembly, shall be addressed to and resolved by the Board of Governors, shall be transmitted through the president, and shall be accompanied by a recommendation from the Petitioner's chancellor, if applicable. If the petition pertains to a chancellor, it shall be accompanied by a recommendation of the board of trustees of the chancellor's institution.

Petitions by University employees other than SAAOs, with the exception of petitions concerning candidacy and office-holding for the General Assembly, shall be addressed to and resolved by the appropriate board of trustees and shall be transmitted through the chancellor. With respect to each such decision rendered by a board of trustees, the chancellor shall transmit to the Committee on University Governance of the Board of Governors a report, containing such information as the committee may specify, concerning the action of the board of trustees.

**SIGNATURES (if required)**

\_\_\_\_\_  
Petitioner's Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Governors

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date