

ELO Guidance on Outside Activity

NJIT employees are permitted to vote and express privately their political opinions. However, State ethics regulations limit or prohibit political activity where it conflicts with their employees' roles and responsibilities or is prohibited by federal or state law. As such, political activity should be kept out of the NJIT workplace and should not interfere with employees' duties. Employees may not use NJIT time, materials, or resources for political activities, including posting political materials in workspaces or using NJIT email to send political messages in support of candidates.

Running for Elected Office

NJIT employees who intend to run for elected political office must give prior notice in writing or by email to Christine Li, Ethics Liaison Officer (ELO), and Katie Hageman, Chief of Staff, Office of the President. This notification is confidential, and employees are not required to disclose their political affiliation when making the notification. The ELO and Chief of Staff will screen for conflicts with the employee's NJIT role and responsibilities, and if no conflicts exist, the employee may run for office.

Any employees approved to run for elected office are reminded that campaign contributions from individuals and entities with whom they interact in their NJIT position will trigger recusal obligations for the entire term of their elected office (regardless of the election's outcome).

Limitations on Political Activity

State or federal statutes/rules restrict certain NJIT employees from political activity, including:

- The [Hatch Act](#) bars any employee whose NJIT position is fully funded by federal grants or loans from engaging in political activity. This prohibition remains even if the employee's employment status changes due to paid leave, unpaid leave, or furlough.
- Certain NJIT employees considered by the State Ethics Commission to be ranked as an Assistant Commissioner or above are not permitted to run for county office due to possible appearance and conflict issues.
- NJIT employees may not serve as campaign treasurers or campaign managers for campaigns subject to the jurisdiction of NJ's [Election Law Enforcement Commission](#).

Outside Activity Pre-Approval

Employees are not required to obtain outside activity pre-approval for routine, voluntary political activity such as attending campaign events, canvassing, or volunteer campaign work. However, employees must obtain Outside Activity Questionnaire pre-approval for other political activity, such as holding elected office, holding an officer position in a political campaign or organization, receiving compensation as a political official, and/or serving as a paid poll or campaign worker.

The above is general guidance for NJIT employees; It is recommended that you contact Christine Li, Ethics Liaison Officer, or the State Ethics Commission, with any questions about your individual involvement with political activities.