

Oberlin College Memo

To: All Oberlin College Staff
Fr: Department of Human Resources
Subject: Election Day, Social Media, and Expressing Personal Opinions
Dt: October 31, 2023

Dear Oberlin College Community,

We want to remind all staff members of some important guidelines as we approach Election Day and navigate the ever-evolving landscape of social media and personal expressions of political views.

- **Election Day Schedules (November 7, 2023):** As November 7, 2023, marks Election Day, we anticipate high voter turnout and long lines at polling sites. We request the understanding of managers and supervisors for flexibility in accommodating staff who may need paid time off to vote. College operations are essential, but your cooperation in this matter is greatly appreciated.
- **Social Media Use:** Please exercise thoughtfulness in your social media posts and ensure that your views are presented as personal opinions. Reflect on how your posts may be perceived by others and how these perceptions could impact your workplace interactions and effectiveness.
- **Expressing Political Opinions Outside of Work:** Oberlin College staff members have the freedom to engage in personal political activities during their own time. However, these activities should not impede their effectiveness in their college-related responsibilities.
- **Using College Name or Letterhead:** Avoid using "Oberlin College and Conservatory" or college letterhead for non-college-related communication with elected officials or others, as it can create confusion about representing the College.
- **Responsibility Regarding College Resources:** College resources, including electronic communication platforms (Oberlin.edu email etc.), must not be used for personal political engagement, or lobbying of public officials. Even if you clarify that your emails express personal views, using the college's email system for lobbying public officials is prohibited.

- **Utilizing College Title When Expressing Opinions:** You may use your college job title for identification purposes, but only if it does not imply that you represent the College's official stance. Be cautious, especially if you hold an administrative role.

Thank you for your attention to these important guidelines. Compliance with these guidelines is mandatory to maintain the College's status as a 501(c)(3) organization.

We appreciate your commitment to maintaining a respectful and productive environment within our community.