

POLICY 309 POLITICAL ACTIVITIES & OTHER FORMS OF SOLICITATION

1. **Policy.** Employees are free to engage in political activity, solicitations and sales outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships or County operations, subject to the following guidelines. When engaging in political activity, solicitations or sales, or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the Employer. Employer resources may not be used for promoting a particular candidate or political party or community organization or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.
2. Definition of “Employer Resources”.
 - 2.1 Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. (Use of bulletin boards requires authorization.)
3. Unacceptable Activities.
 - 3.1 Employees must conduct “political” activities independent of their role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the “political” activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities.
 - 3.1.1 Using working hours or employer resources to solicit money or signatures or to make political contributions;
 - 3.1.2 Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
 - 3.1.3 Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
 - 3.1.4 Using the employer’s mailing address as the return address for political solicitations;
 - 3.1.5 Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note. the use and distribution of employer mailing lists to

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outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);

- 3.1.6 Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- 3.1.7 Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

4. Authorization for Solicitation & Sales.

- 4.1 No employee or group of employees will on behalf of the County solicit funds or other things of value from any person, nor solicit funds or sell things of value to persons on County property without first obtaining permission from the County Administrator. This will not apply to internal departmental solicitations such as farewell gifts, shower gifts, length of service gifts or donations for employee social gatherings.

5. County Code.

- 5.1 County Code Section 3.50.070, Political Activity, also applies.

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