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**Policy Number:** 103.260  
**Title:** Political Activity  
**Effective Date:** 8/21/18

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**PURPOSE:** To ensure compliance with the State and Federal Hatch Act laws and Minnesota Management and Budget Administrative (MMB) Procedure 32, “Political Activities of State Employees.”

**APPLICABILITY:** Department-wide

**DEFINITIONS:** None

**PROCEDURES:**

- A. Department employees must adhere to the provisions of Minn. Stat. § 43A.32, the Federal Hatch Act, and MMB Administrative Procedure 32, Political Activities of State Employees. The employee must submit a Political Activity of State Employees form (attached) for MMB’s opinion/interpretation of whether holding of an office conflicts with the employee’s regular state assignment if the employee:
1. Is running for office (including school board);
  2. Is assuming an elected state or federal office; or
  3. Wishes to be on leave during a candidacy and/or term of office.
- B. The employee must provide copies of the following documents to the human resource office:
1. The employee’s written request for MMB’s opinion/interpretation;
  2. MMB’s written opinion about whether the employee’s holding of an office conflicts with the employee’s regular state assignment;
  3. The employee’s written request for a leave of absence; and
  4. DOC management’s response, if applicable.
- C. Human resources must place a copy of the completed Political Activities of State Employees form in the employee’s personnel file upon signature of the regional human resources director.
- D. Human resources must place a copy of the employee’s written requests, MMB’s opinion, and all other related documents in the employee’s personnel file upon receipt.
- E. See Policy 103.210, “Electronic Communications,” regarding employee use of e-mail for political purposes.

**INTERNAL CONTROLS:**

- A. The employee’s written requests, MMB’s opinion, and all other related documents are in the employee’s personnel file.

**ACA STANDARDS:** 4-4024, 4-4048, 2-CO-1A-29, 1-ABC-1A-22, 4-APPFS-3C-02, and 4-JCF-6G-06

**REFERENCES:** [Applicable labor agreement/employee plan](#)  
[Hatch Act, U.S. Code, vol. 5, secs. 1501-1508](#)  
[Minn. Stat. §§ 43A.32; 202A.135; 204C.04; 211B.09; 211B.10](#)  
[MMB Administrative Procedure 32, “Political Activities of State Employees”](#)  
[MMB HR/LR Policy and Procedure 1401, “Voting Leave and Other Election Topics”](#)  
[Policy 103.210, “Electronic Communications”](#)

**REPLACES:** Policy 103.260, "Political Activity," 12/5/17.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** [Political Activity of State Employees](#) (PE-00271-11)

**APPROVED BY:**

Deputy Commissioner, Facility Services

Deputy Commissioner, Community Services

Assistant Commissioner, Facility Services

Assistant Commissioner, Operations Support