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

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

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