DEPARTMENT OF CORRECTIONS

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
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support