




POLICY AND PROCEDURE STATEMENT

SUBJECT POLITICAL ACTIVITY	PAGE 1 OF 3	DATE EFFECTIVE AUGUST 1, 2018	
SECTION/POLICY NO. 5.18	APPROVED BY  MAYOR	SUPERSEDES NEW	
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE THE HATCH ACT, O.R.C. 124.57 OHIO ADMINISTRATIVE CODE 123:1-46-02	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. This policy lists the specific political activities legally permitted and prohibited to all classified employees, including classified employees on authorized leave of absence from their positions. Employees are encouraged to exercise their constitutional rights to vote.

PURPOSE:

- I. To determine what staff can do involving political activity.

PROCEDURE:

1. Activities Permitted to Classified Employees
 - a. Registration and Voting.
 - b. Assist in voter registration drives.
 - c. Expressing opinions, either orally or in writing.
 - d. Voluntary financial contributions to political candidates or organizations.
 - e. Circulating petitions on legislation relating to their employment.
 - f. Attendance at political rallies. Employees may attend political rallies that are open to the general public.
 - g. Nominating petitions. Employees may sign nominating petitions in support of individuals.
 - h. Sign and circulate nominating petitions
 - i. Political pictures. Employees may display political pictures in their homes.
 - j. Badges, buttons, stickers, and yard signs. Employees may display political stickers on their private automobiles and homes.
 - k. Join and be active members of a political party or club
 - l. Campaign for or against referendum questions, constitutional amendments and/or municipal ordinances
 - m. Campaign for or against candidates in partisan elections
 - n. Make campaign speeches for candidates in partisan elections
 - o. Distribute campaign literature in partisan elections
 - p. Campaign for and hold office in political clubs or parties
 - q. Volunteer to work on a partisan political campaign
 - r. Participate in any activity not specifically prohibited by law or regulation

2. Activities Prohibited to Classified Employees

- a. Participating in a partisan election as a candidate for office.
- b. Declaring candidacy for an elected office which is filled by partisan election.
- c. Circulating official nominating petitions for any candidate.
- d. Holding an elected or appointed office in any political organization.
- e. Accepting appointment to any office normally filled by election.
- f. Campaigning by writing for publications, by distributing political material or by making speeches on behalf of a candidate for elective office.
- g. Soliciting, either directly or indirectly, any assessment, contribution, or subscription for any party or candidate.
- h. Soliciting the sale of or selling political party tickets, materials or other political matter.
- i. Engaging in activities at the political polls, such as soliciting votes, assisting voters to mark ballots, or transporting or helping get out the voters on Election Day.
- j. Acting as recorder, checker, watcher, or challenger for any party or faction.
- k. Engaging in political caucuses.

It would be desirable for the attached Poster to be displayed in various areas where Village Employees gather.



THE HATCH ACT

Permitted and Prohibited Activities for Federal Employees Subject to Further Restrictions*

Generally, federal employees who are considered “further restricted” are prohibited from taking an active part in partisan political management or partisan political campaigns. Specifically, these employees may not engage in “political activity” on behalf of a political party or partisan political group (collectively referred to as “partisan groups”) or candidate in a partisan election. Political activity refers to any activity directed at the success or failure of a partisan group or candidate in a partisan election.

For more information, contact the U.S. Office of Special Counsel at (202) 254-3650 or hatchact@osc.gov.

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- **May** be candidates in non-partisan elections.
 - **May** register and vote as they choose.
 - **May** assist in non-partisan voter registration drives.
 - **May** contribute money to partisan groups and candidates in partisan elections.
 - **May** attend political rallies, meetings, and fundraisers.
 - **May** join partisan groups.
 - **May** sign nominating petitions.
 - **May** participate in campaigns where none of the candidates represent a political party.
 - **May** campaign for or against referendum questions, constitutional amendments, or municipal ordinances.
 - **May** express opinions about political issues.
 - **May** express opinions about partisan groups and candidates in partisan elections while not at work or using official authority.
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- **May not** be candidates in partisan elections.
 - **May not** use official authority to interfere with an election or while engaged in political activity.
 - **May not** invite subordinate employees to political events or otherwise suggest that they engage in political activity.
 - **May not** knowingly solicit or discourage the political activity of any person with business before the agency.
 - **May not** solicit, accept, or receive political contributions (including hosting or inviting others to political fundraisers) unless both persons are members of the same federal labor or employee organization, the person solicited is not a subordinate employee, the solicitation is for a contribution to the organization’s political action committee, and the solicitation does not occur while on duty or in the workplace.
 - **May not** engage in political activity while on duty, in the workplace, wearing a uniform or official insignia, or in a government vehicle. For example:
 - **May not** wear or display partisan materials or items.
 - **May not** make political contributions.
 - **May not** use email or social media to engage in political activity.
 - **May not** be active in partisan political management. For example:
 - **May not** hold office in partisan groups.
 - **May not** organize or manage political rallies or meetings.
 - **May not** assist in partisan voter registration drives.
 - **May not** be active in partisan political campaigns. For example:
 - **May not** make campaign speeches or otherwise campaign for or against candidates.
 - **May not** distribute campaign materials, including via email or social media.
 - **May not** circulate nominating petitions.

*Further-restricted agencies and employees include:

- Election Assistance Commission
- Federal Election Commission
- Office of the Director of National Intelligence
- Central Intelligence Agency
- Defense Intelligence Agency
- National Geospatial Intelligence Agency
- National Security Agency
- National Security Council
- National Security Division (Department of Justice)
- Criminal Division (Department of Justice)
- Federal Bureau of Investigation
- Secret Service
- Office of Criminal Investigation (IRS)
- Office of Investigative Programs (Customs Service)
- Office of Law Enforcement (ATF)
- Merit Systems Protection Board
- U.S. Office of Special Counsel
- Career members of the Senior Executive Service
- Administrative law judges, administrative appeals judges, and contract appeals board members

Rev. Feb. 2016