



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-045
SUBJECT: POLITICAL ACTIVITY	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 2
REVIEWED BY: HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	EFFECTIVE DATE: 01/23/09
TO BE PERFORMED BY: ALL WORKFORCE MEMBERS	REVISED DATE: 04/16/01 REVIEWED DATE: 05/31/17

PURPOSE

To establish policy governing the political activities of the Department of Health Services workforce members.

POLICY

All workforce members shall refrain from political activities while in their official capacity. While it is essential that County workforce members be free to exercise their rights and privileges as citizens, their position in government often gives greater influence to their actions than to similar action by other citizens. In fact, actions which may be proper for an ordinary citizen may be improper and unethical for a County workforce member.

PROCEDURE

A County workforce member who engages in the following improper activities shall be subject to immediate disciplinary action, up to and including, discharge or termination from County service.

1. Knowingly soliciting or receiving political funds or contributions from County workforce members or from person on County eligible lists. EXCEPTION: soliciting funds for passage or defeat of a ballot measure affecting the pay, hours, retirement, and service or other working conditions of County workforce members is permitted.
2. Participating in political activities which conflict with, limit or restrict the effective performance of the workforce member's official duties and responsibilities.
3. Participating in political activities of any kind during working hours or while in uniform.
4. Favoring or discriminating against any workforce member or person seeking County employment because of political opinions or affiliations.
5. Participating in political activities in a manner so as to represent the County or any of its departments, officers, agencies, or officials, as endorsing a ballot measure, if such endorsement has not previously been given publically,
6. Directly or indirectly using official authority or influence to interfere with any election.
7. Running for any political office, the campaign for which requires expenditures of such a substantial amount of the workforce member's time as to interfere with the effective performance of the workforce member's job, unless a leave of absence is secured by the workforce member upon declaration of intention to run.
8. Permitting any person, to enter any facility under the workforce member's control for purpose of soliciting or receiving political funds or contributions.
9. Using a County office to confer benefits or detriments in return for political activity, votes or corrupt considerations.
10. Expending any public resources to promote any partisan position. (This includes a prohibition of all signs and placards of a political nature on County property).
11. Using any County property, including computers and e-mail, for political activities.

In addition to the above, workforce members on "grant funded" or "GAIN Participant" items funded by the Federal government are restricted by the Hatch Act from running for partisan political office. (Additionally, workforce members in services financed in whole or in part by loans or grants made by the Federal government may also be restricted from running from for partisan political office.) The enforcement of such restrictions rests with the Federal government.

Nothing in this policy shall be interpreted as denying any workforce member's right to vote, to express an opinion on any political activities during off-duty hours.

Any workforce member who witnesses or has knowledge that another workforce member is engaging in political activities in violation of this policy shall report such activity to his/her immediate supervisor. Reports may also be made anonymously through the County's Fraud Hotline or directly to Health Services Administration (HSA) Audit and Compliance Division.

Supervisors/Managers shall investigate all such complaints and contact DHS Performance Management Unit for corrective or disciplinary action, as warranted.

CROSS REFERENCE: DHS Policy No. 744, Political Activity

AUTHORITY: Opinion of John Larson, County Counsel, dated August 27, 1979 (Subject: Political Activities of County Employees) Hatch Act (5 USC 1502)

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Lessie Barber, RN, Nursing Director

Date

Signature(s) on File.