	HUMAN RESOURCES POLICIES AND PROCEDURES		
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I. PURPOSE

- A. To establish a policy governing the political activity of Yavapai County employees.


II. POLICY

A. PERMISSIBLE ACTIVITIES

1. Yavapai County employees have the right to vote as they choose and to entertain and express personal opinions about political candidates. When performing their duties on behalf of the County, employees must refrain from political activity while on duty or at public expense.
2. Employees shall retain the right to register and vote in an election; express an opinion on political subjects and candidates; become actively involved in a political party as an officer or delegate; sign and circulate nominating petitions; contribute or solicit donations to a political campaign and display a political picture, sticker or badge when not engaged in official duties.
3. This section "A" does not authorize an employee to engage in political activities in violation of federal, state, or local law while on duty, or if participation interferes with performance of official duties.

B. PROHIBITED ACTIVITIES

1. Employees shall not use their official authority or influence to interfere with or affect the outcome of an election; directly or indirectly coerce any other employee to lend or contribute anything of value to a political party, committee, candidate or organization; engage in partisan or non-partisan political activity of any kind during scheduled working hours while on duty, or engage in any permitted political activity directed at other public employees while the latter are on duty.
2. Employees shall not offer themselves for nomination or election to, or hold any salaried local, state or federal elected office, and any city or town office, salaried or unsalaried; provided, however, that with the exception of any city or town office, employees may offer themselves for nomination or election to a local, state or federal office if the incumbent does not seek reelection, or the office is newly created and without an elected officer; employees authorized for nomination or election shall not engage in activity relating to that nomination or election that interferes with the performance of official duties, is in any way in violation of federal, state or local law, or is adverse to or in conflict with the interests of Yavapai County.
3. "Offer themselves for nomination or election" means the filing of a nomination paper pursuant to A.R.S. 16-311 or a formal declaration of candidacy for such office, whichever first occurs.
4. This section "B" does not prohibit County employees from exercising their rights guaranteed under the U.S. Constitution. Should an employee wish to engage in prohibited activities, the employee must resign, or a leave of absence, without pay,

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may be granted at the option of the Appointing Authority. If employees are serving in a program receiving federal funds, a resignation from their position would be required pursuant to the Federal Hatch Act. Employees within the judicial system are subject to additional restrictions.