



COUNTY OF ADAMS

HUMAN RESOURCES OFFICE

Political Activity Policy Merit Hire Employees (ACCYS)

Effective March 9, 2016

By the Authority of the Adams County Commissioners

Purpose: To define and specify the policy and procedures regarding political activity engaged in by the employees of the Adams County Government.

Affected Individuals: This policy applies to employees in the Children and Youth Department.

Definitions:

- A. Adams County-** The County of Adams and the Adams County Board of Commissioners and all departments thereof.
- B. Employee-** Any individual employed by the Adams County Children and Youth Department excluding elected officers and appointed personnel.
- C. Hatch Act-** The Act promulgated by the Congress of the United States and codified at 5 U.S.C. sections 1501-1508.
- D. Nonpartisan Election-** An election at which none of the candidates are to be nominated by, or elected as the nominee of, a political party whose candidate for President of the United States received votes at the most recent preceding election at which such votes were cast.
- E. Permitted Activity-** employees may register and vote as they choose, assist in voter registration drives, express opinions about candidates and issues, contribute money to political organizations, attend political fundraising functions, attend and be active at political rallies and meetings, join and be active members of a political party or club, sign and circulate nominating petitions, campaign for or against referendum questions, constitutional amendments and/or municipal ordinances, campaign for or against candidates in partisan elections, make campaign speeches for candidates in partisan elections, distribute campaign literature in partisan elections, campaign for and hold office in political clubs or parties, volunteer to work on a partisan political campaign, be a candidate for and hold public office and otherwise participate in any activity not specifically prohibited by law or regulation.
- F. Prohibited Activity-** Under no circumstances whatsoever may an employee engage in permitted political activities while on duty as a County employee. Furthermore, an employee may not run for public office in a partisan election if his/her salary from the County is paid in full by federal loans or grants whether paid directly or indirectly through state and federal agencies. Finally, no eligible employee who runs for public office in a nonpartisan or partisan election may (i) use federal or other public funds to support his/her candidacy; (ii) use any County resources to support his/her candidacy, including the use of email, stationary, office supplies, or other County equipment, or (iii) ask or otherwise recruit subordinates to volunteer for or otherwise contribute to the campaign.
- G. Exempted Persons and Positions-** The Governor and Lieutenant Governor of a state or an individual, authorized by law, to act as the Governor, the mayor of a city, a duly elected head of an executive department of a state or municipality who is not classified under a state or municipal merit or civil-service system; or an individual holding elective office.

Policy: Adams County recognizes the importance of the electoral process and system to the lives of its officers and employees, as well as to all citizens of the County. Accordingly, the County strongly encourages all officers and employees to exercise their respective franchise in the proper manner and at

the proper time and place. This does not mean, nor should it be so interpreted, that the County wishes to see any of its employees engaged in any of the proscribed political activities, defined hereinabove, while said employee is at work.

Adams County serves a diverse population that is of every conceivable political persuasion. It is vital to the interest of the County that its employees neither engage in, nor appear to engage in partisan political activity during working hours at County worksites. Any employee found to be in violation of this policy will be subject to discipline, up to and including termination.

In the event that there is a nonpartisan ballot initiative or referendum in which an employee wishes to become engaged, he/she should consult with his/her supervisor, who will seek guidance from the Department of Human Resources and the Solicitor's Office, prior to engaging in any political activity whatsoever.

Responsibilities:

- A. The Department of Human Resources is responsible for ensuring that this policy is thoroughly disseminated to all employees. Further, it shall be the Department of Human Resource's responsibility to provide guidance and information to employees as to what is expected of them, by the County, in conjunction with the implementation of this policy.
- B. The Solicitor's Office is responsible for assisting the Department of Human Resources in answering any questions that may arise in connection with the adoption and implementation of this policy. Furthermore, the Board of Commissioners, elected officials and department heads may seek advisory opinions and/or guidance from the Solicitor's Office, in those instances in which the same is required in order for them to carry out and fulfill their duties.
- C. The Human Resources Director's office is responsible for disseminating this policy through County e-mail to all employees on an annual basis.
- D. Employees are responsible for seeking guidance from their supervisors on any matters involving political activity about which they are unsure. In the event that the employee's supervisor is unable to assist them in addressing the questions or concerns, the individual may singly or jointly with his/her supervisor, seek further assistance, to obtain a resolution of the query, from the Department of Human Resources and/or the Solicitor's Office.



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HUMAN RESOURCES OFFICE

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Acknowledgment Political Activity Policy

I understand and agree that the ACCYS **Political Activity Policy** has been presented to me and fully explained; that I have had ample opportunity to ask questions and that those questions were addressed and answered; and that I was provided with a copy of the ACCYS **Political Activity Policy** to keep.

I have read and I understand the County's ACCYS **Political Activity Policy** and agree to abide by its terms, conditions, and limitations.

I understand that there may be penalties, up to and including termination, for failure to abide by the provisions of the ACCYS **Political Activity Policy**.

If uncertain as to the applicability of or meaning of any provision of the ACCYS **Political Activity Policy**, I will consult with my immediate supervisor, Human Resources department, or the Solicitor's Office concerning its application and my responsibility.

I understand that the County will furnish me with timely notice of any changes in the ACCYS **Political Activity Policy**.

Printed Name of Employee

Signature of Employee

Date signed

