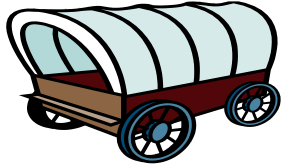


HATCH ACT



WHO IS COVERED:

STATE AND LOCAL GOVERNMENT EMPLOYEES WHO WORK IN PROGRAMS FINANCED IN WHOLE OR PART BY FEDERAL LOANS AND GRANTS. FOR EXAMPLE:

- PUBLIC HEALTH
- PUBLIC WELFARE
- EMPLOYMENT SECURITY
- HEAD START
- COMMUNITY SERVICE BLOCK GRANTS

EVEN IF YOU ARE ON ANNUAL, SICK, LEAVE WITHOUT PAY, ADMINISTRATIVE LEAVE OR FURLOUGH, THE PROVISIONS OF THE HATCH ACT STILL APPLY.



PROHIBITED ACTIVITIES:

- CANDIDATE FOR PUBLIC OFFICE IN A PARTISAN POLITICAL ELECTIONS,
- CAN'T USE YOUR POSITION TO INTERFERE WITH ELECTION RESULTS OR NOMINATIONS,
- DIRECTLY OR INDIRECTLY ATTEMPT TO GET A STATE OR LOCAL EMPLOYEE TO PAY, LEND, CONTRIBUTE ANYTHING OF VALUE.

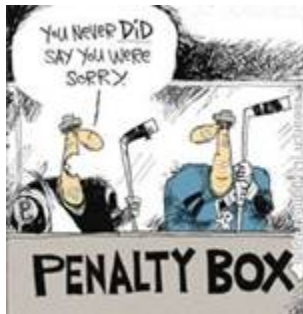
PARTISAN MEANS ANY TIME A CANDIDATE IS TO BE NOMINATED OR ELECTED REPRESENTING A POLITICAL PARTY I.E. THE DEMOCRATIC NOMINEE FOR PRESIDENT.



WHAT CAN YOU DO IF YOU ARE HATCHED?

- REGISTER AND VOTE
- PARTICIPATE IN A VOTER REGISTRATION DRIVE
- EXPRESS YOUR PERSONAL OPINIONS ABOUT CANDIDATES AND ISSUES
- CONTRIBUTE MONEY TO A POLITICAL ORGANIZATION (OR COPE)
- ATTENDING POLITICAL FUNDRAISERS
- ATTEND POLITICAL RALLIES AND MEETINGS
- JOIN AND BE ACTIVE MEMBERS OF A POLITICAL PARTY
- SIGN AND CIRCULATE NOMINATING PETITIONS
- CAMPAIGN, FOR OR AGAINST, CANDIDATES AND REFERENDUM QUESTIONS, MUNICIPAL ORDINANCES ETC,
- MAKE CAMPAIGN SPEECHES FOR CANDIDATES IN PARTISAN ELECTIONS,
- DISTRIBUTE CAMPAIGN LITERATURE,
- HOLD OFFICE IN A POLITICAL CLUB OR PARTY,
- VOLUNTEER TO WORK ON POLITICAL CAMPAIGN

WHEN YOU ARE DOING THESE ACTIVITIES MAKE SURE IT IS CLEAR YOU ARE ACTING AS AN INDIVIDUAL AND DON'T IDENTIFY YOURSELF IN YOUR OFFICIAL CAPACITY.



PENALTIES:

YOU CAN BE FIRED. IF THE AGENCY DOESN'T FIRE YOU, THEY WILL LOSE A PORTION OF THE FEDERAL DOLLARS THEY RECEIVE IN THE AMOUNT EQUAL TO TWO YEARS OF THE EMPLOYEE'S SALARY. GUESS WHICH OPTION THE EMPLOYER WILL ALWAYS CHOOSE?

CIVIL SERVICE ACT



WHO IS COVERED?

ANY EMPLOYEES THAT HOLD A CIVIL SERVICE POSITION OR ARE EMPLOYEES OF LOCAL POLITICAL SUBDIVISIONS THAT HAVE CONTRACTS WITH THE STATE CIVIL SERVICE COMMISSION FOR MERIT SYSTEM SERVICES.

*PROVISIONS DO NOT APPLY IF YOU ARE ON FURLOUGH OR LEAVE WITHOUT PAY; BUT UPON RETURN TO EMPLOYMENT (EVEN OF A TEMPORARY NATURE), THE EMPLOYEE MUST IMMEDIATELY CEASE ALL PARTISAN POLITICAL ACTIVITIES.

*EXCEPTION: EMPLOYEE MAY COMPLETE A TERM OF PUBLIC OFFICE IF THE EMPLOYEE WAS APPOINTED OR ELECTED BEFORE BEGINNING CIVIL SERVICE EMPLOYMENT OR BEFORE RETURNING FROM FURLOUGH OR LEAVE **SO LONG AS THE DUTIES, WHILE IN OFFICE, NEITHER CONFLICT WITH CIVIL SERVICE EMPLOYMENT NOR INCLUDE ANY PROHIBITED ACTIVITY DESCRIBED IN THIS SUMMARY.



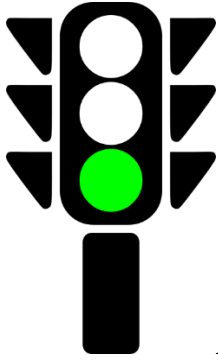
PROHIBITED ACTIVITIES:

AN EMPLOYEE MAY NOT:

- USE OFFICIAL AUTHORITY OR INFLUENCE TO INTERFERE OR AFFECT THE RESULT OF AN ELECTION,
- TAKE AN ACTIVE PART IN POLITICAL MANAGEMENT OR IN A POLITICAL CAMPAIGN,
- SERVE AS AN OFFICER OF A POLITICAL PARTY; A MEMBER OF A NATIONAL, STATE, OR LOCAL COMMITTEE OF A POLITICAL PARTY; OR AN OFFICER OR A MEMBER OF A COMMITTEE OF A PARTISAN

POLITICAL CLUB; OR BE A CANDIDATE FOR ANY OF THESE POSITIONS,

- ORGANIZE OR REORGANIZE A POLITICAL PARTY ORGANIZATION OR POLITICAL CLUB,
- DIRECTLY OR INDIRECTLY SOLICIT, RECEIVE, COLLECT, HANDLE, DISBURSE, OR ACCOUNT FOR ASSESSMENTS, CONTRIBUTIONS, OR OTHER FUNDS FOR A PARTISAN POLITICAL PURPOSE,
- ORGANIZE, SELL TICKETS TO, PROMOTE OR ACTIVELY PARTICIPATE IN A FUND-RAISING ACTIVITY OF A CANDIDATE IN A PARTISAN ELECTION, POLITICAL PARTY, OR POLITICAL CLUB,
- TAKE AN ACTIVE PART IN MANAGING THE POLITICAL CAMPAIGN OF A CANDIDATE FOR PUBLIC OFFICE IN PARTISAN ELECTION OR A CANDIDATE FOR POLITICAL PARTY OFFICE,
- BECOME A CANDIDATE OR CAMPAIGN FOR AN ELECTIVE PUBLIC OFFICE IN A PARTISAN ELECTIONS,
- SOLICIT VOTES IN SUPPORT OF OR IN OPPOSITION TO A CANDIDATE FOR PUBLIC OFFICE IN A PARTISAN ELECTION OR A CANDIDATE FOR A POLITICAL PARTY OFFICE,
- ACT AS RECORDER, WATCHER, CHALLENGER, OR SIMILAR OFFICER AT THE POLLS ON BEHALF OF A POLITICAL PARTY OR CANDIDATE IN A PARTISAN ELECTION,
- DRIVE VOTERS TO THE POLLS ON BEHALF OF A POLITICAL PARTY OR CANDIDATE IN A PARTISAN ELECTION,
- ENDORSE OR OPPOSE A CANDIDATE FOR PUBLIC OFFICE IN A PARTISAN ELECTION OR A CANDIDATE FOR POLITICAL PARTY OFFICE IN A POLITICAL ADVERTISEMENT, A BROADCAST, CAMPAIGN LITERATURE OR SIMILAR MATERIAL,
- SERVE AS A DELEGATE, ALTERNATE, OR PROXY TO A POLITICAL PARTY CONVENTION,
- ADDRESS A CONVENTION, CAUCUS, RALLY, OR SIMILAR GATHERING OF A POLITICAL PARTY IN SUPPORT OF OR IN OPPOSITION TO A PARTISAN CANDIDATE FOR PUBLIC OFFICE OR POLITICAL PARTY,
- INITIATE OR CIRCULATE A PARTISAN NOMINATION PETITION,
- SOLICIT, PAY, COLLECT, OR RECEIVE A CONTRIBUTION AT OR IN THE WORKPLACE FROM ANY EMPLOYEE FOR ANY POLITICAL PARTY, POLITICAL FUND, OR OTHER PARTISAN RECIPIENT,
- PAY A CONTRIBUTION AT OR IN THE WORKPLACE TO ANY EMPLOYEE WHO IS THE EMPLOYER OR EMPLOYING AUTHORITY OF THE PERSON MAKING THE CONTRIBUTION FOR ANY POLITICAL PARTY, POLITICAL FUND OR OTHER PARTISAN RECIPIENT.



APPROVED ACTIVITIES:

EMPLOYEES MAY ENGAGE IN THE FOLLOWING ACTIVITIES WHILE OFF DUTY AND NOT IN UNIFORM:

- REGISTER AND VOTE IN ANY ELECTION,
- EXPRESS OPINIONS PRIVATELY AND PUBLICLY ON POLITICAL SUBJECTS AND CANDIDATES,
- DISPLAY POLITICAL MATERIALS (BADGE, BUTTON, ETC.) WHILE **NOT** ON DUTY AND AT LOCATIONS OTHER THAN THE WORKPLACE,
- PARTICIPATE IN NON-PARTISAN ACTIVITIES OF A CIVIC, COMMUNITY, SOCIAL, LABOR, PROFESSIONAL, OR SIMILAR ORGANIZATION,
- BE A MEMBER OF A POLITICAL PARTY, ORGANIZATION OR CLUB AND PARTICIPATE IN ITS ACTIVITIES TO THE EXTENT CONSISTENT WITH THE CIVIL SERVICE ACT,
- ATTEND A POLITICAL CONVENTION, RALLY, FUND-RAISING FUNCTION, OR OTHER POLITICAL GATHERING,
- SIGN A POLITICAL PETITION,
- MAKE A FINANCIAL CONTRIBUTION TO A POLITICAL PARTY OR ORGANIZATION,
- BE POLITICALLY ACTIVE IN CONNECTION WITH A QUESTION, WHICH IS NOT SPECIFICALLY IDENTIFIED WITH A POLITICAL PARTY, SUCH AS A CONSTITUTIONAL AMENDMENT, REFERENDUM, APPROVAL OF A MUNICIPAL ORDINANCE, OR ANY OTHER QUESTION OR ISSUE OF A SIMILAR CHARACTER,
- PARTICIPATE FULLY IN PUBLIC AFFAIRS, EXCEPT AS PROHIBITED BY LAW, IN A MANNER, WHICH DOES NOT MATERIALLY COMPROMISE EFFICIENCY OR INTEGRITY AS AN EMPLOYEE OR THE NEUTRALITY, EFFICIENCY OR INTEGRITY OF A COMMONWEALTH AGENCY.

*AN AGENCY MAY PROHIBIT OR FURTHER LIMIT THE ABOVE LISTED ACTIVITIES OF AN EMPLOYEE, OR CLASS OF EMPLOYEES, IF PARTICIPATION IN THE ACTIVITIES WOULD INTERFERE WITH THE EFFICIENT PERFORMANCE OF OFFICIAL DUTIES, OR CREATE A CONFLICT OR APPARENT CONFLICT OF INTEREST.

*EMPLOYEES COVERED BY THE CIVIL SERVICE ACT ARE ALLOWED TO RUN FOR THE OFFICE OF SCHOOL BOARD DIRECTOR; HOWEVER, THEY MAY NOT

CAMPAIGN FOR, ENDORSE, OR OTHERWISE PARTICIPATE IN A CAMPAIGN ON BEHALF OF OTHER CANDIDATES RUNNING FOR THIS POSITION OR ANY OTHER PUBLIC OFFICE

*HATCH ACT PROVISIONS CONTINUE TO APPLY AND MAY PROHIBIT EMPLOYEES IN FEDERALLY FUNDED POSITIONS FROM RUNNING FOR THE OFFICE OF SCHOOL BOARD DIRECTOR.



PENALTIES:

A CIVIL SERVICE EMPLOYEE WHO KNOWINGLY OR UNKNOWINGLY VIOLATES THE POLITICAL ACTIVITY PROVISIONS OF THE CIVIL SERVICE ACT IS SUBJECT TO A RANGE OF DISCIPLINE BASED ON THE NATURE OF THE VIOLATION. PENALTIES CAN INCLUDE SUSPENSION WITHOUT PAY OF UP TO 120 WORKING DAYS OR, IF WARRANTED, DIRECT THE EMPLOYEE'S REMOVAL.