



State of Oklahoma
Human Capital Management Division
Office of Management and Enterprise Services
Policies and Procedures
OMES Employee Election Season

Effective Date of Policy: 10/26/2015	Next Scheduled Review: 11/01/2016
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Approved: Lucinda Meltabarger, as Designee of OMES Director Preston Doerflinger	Approval Date: 10/26/2015

Reference: 2010 Ethics Manual for State Officers and State Employees:
<http://www.ok.gov/oec/documents/MAN10.sfi.pdf>

Policy

It is the policy of the Office of Management and Enterprise Services (OMES) that all employees in the performance of their job are expected to conduct themselves in accordance with OMES' core values of service, integrity, and quality and to comply with federal and state laws, rules/regulations and all OMES policies. Employees shall avoid actual breaches of ethics as well as the perception of unethical behavior. Provided that the employee is not engaged in official work status, OMES employees have the right to register and vote in any election, express an opinion as an individual privately and publicly on political subjects and candidates, display a political picture, sticker, badge or button and participate in the activities of a civic, community, social, labor or professional organization or of a similar organization. The OMES employee election season policy must be adhered to by every employee of OMES. Violations of this policy are cause for disciplinary action up to and including termination.

Purpose

OMES employee election season provides guidelines to OMES employees regarding restricted and permissible activities during election seasons.

Implementation

Restricted Activities:

- a) OMES employees may not use their official authority or influence for the purpose of interfering with an election or a nomination for office or to affect the results of either.

- b) OMES employees are not authorized to engage in political activity while on duty, or while in a uniform that identifies him/herself as a state employee. Employees are not permitted to engage in political activities in the assigned work areas of a state agency.
- c) OMES employees may not wear a campaign button, hat, badge or other campaign paraphernalia during the hours that the employee is in official work status for a state agency, nor may employees display such campaign paraphernalia in work areas.
- d) OMES employees shall not use or authorize the use of public funds, property or time to:
 - 1) participate or assist in the organization of, or preparation for, a fundraiser for a campaign or in any solicitation of funds for or against a candidate for state office or a ballot measure;
 - 2) produce, print, publish, broadcast, or otherwise disseminate material designed or timed to influence the results of an election for state office or a ballot measure.

Permissible Activities:

- a) May become a candidate for an elective state office in a partisan election. Further, employees may directly or indirectly solicit contributions or other funds for their own campaign and/or another partisan candidate or party.
- b) May directly or indirectly solicit, accept, collect, handle, disburse or account for assessments, contributions or other funds for a partisan political purpose or organize or sell tickets to promote or actively participate in a fundraising activity of a candidate, including themselves, in a partisan election or of a party committee.
- c) Be members of a party committee or other political action committees and participate in the organization's activities consistent with the restrictions stated above.
- d) Serve as an officer of a party committee at the national, state or local level and may attend a political convention, rally, fundraising function or other political gathering or sign a political petition as an individual.
- e) Make a voluntary contribution to a committee.
- f) Be politically active in connection with a question including but not limited to, approval of an amendment to the State Constitution, referendum or approval of a municipal ordinance or any other question or issue of a similar character
- g) Serve as an election judge or clerk or similar position to perform duties as prescribed by state or local law.
- h) Participate fully in public affairs, except as prohibited by law, in a manner which does not materially compromise the neutrality, efficiency, or integrity of the administration of state functions.

Violations of this policy are cause for disciplinary action up to and including termination.