



MEMORANDUM

Date: February 4, 2020

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator *CHH*

Re: **Election Activities**

As we approach another four-year election cycle for County officers and offices, it is important to remind employees of State statutes and County Codes regarding election activities.

Please see the attached summary regarding the do's and don'ts of election activities for employees. Additional training materials will be provided to County employees in the near future. We have asked Department Directors and management to ensure County employees are aware of these directives during this election cycle.

CHH/anc

Attachment

c: Presiding Judge of the Superior Court
Elected Officials
Appointing Authorities

ELECTION ACTIVITIES

Do's

1. Employees may engage in political activities, but those activities cannot influence or interfere with official County business or activities. Employee must be:
 - Off Duty
 - Out of Uniform
 - At Their own Expense
2. County employees may make contributions to any non-County elected official campaign
3. Elected County officials can make contributions to any political campaigns
4. Vote
5. Have staff meetings to explain what employees can and cannot do
6. Put campaign signs/stickers on own private property and vehicles – as long as no inference of County sponsorship

Leave of Absence without Pay

1. County employees are required to take an unpaid leave of absence when the employee files the Petition for Candidacy – this unpaid leave may be granted for up to eight (8) months
2. The filing window of a Petition for the 2020 Primary Election runs from March 9, 2020 through April 6, 2020

Don'ts

1. No County resources can be used to advocate for or against or influence an election to include:
Money facilities, vehicles, postage, telecommunications, computer hardware and software, email, web pages, personnel (on County time), equipment, materials, buildings or any other thing of value.
2. While on duty, in uniform, or at public expense, NO County employee can:
 - Campaign pro or con for any candidate or ballot question
 - Advertise for or against a candidate or ballot question
 - Provide political endorsements
3. County employees may not make, solicit or collect contributions for a candidate for County office.
4. County employees may not use the authority of their positions to influence the vote or political activities of any subordinate employee.
5. County employees, while on County time may not advocate for or against a candidate or ballot measure.