



## WAYNE COUNTY POLICY STATEMENT

<b>Title:</b>	Political Activities Policy		
<b>Wayne County Policy #</b>		<b>Date Issued:</b>	
<b>Category:</b>	<b>Conduct</b>	<b>Date Revised:</b>	4/30/2013
<b>Approved By:</b>	<b>Tish King, Director of Personnel/Human Resources (P/HR)</b>		Page 1 of 4

### I. PURPOSE

It is the policy of the County of Wayne that employees maintain a working environment that follows ethical behavior and business dealings. To that end, this policy aligns with the County Ethics Ordinance to ensure compliance. Conduct that interferes with this policy and the Ethics Ordinance brings discredit on Wayne County and is offensive to fellow employees, other public servants and/or citizens, and will not be tolerated. Employees may NOT engage in political activity of any kind while on duty.

### II. POLICY PROVISIONS

It is the policy of the County of Wayne to prohibit its Employees from engaging in political activity of any kind while on duty. This prohibition extends to the use of any and all County assets or resources (e.g., facilities, equipment, materials, supplies, etc). This policy also guides rules for employees who seek to become a candidate for public office.

#### Comment

1. In accordance with Civil Service Rule 11, Section 2(b), employees in the classified civil service seeking an elective public office may need to request a Leave of Absence from the Director of Personnel/Human Resources effective from the time of the announcement of their candidacy. Annual Leave and other paid leave accumulations except Sick Leave may be used during the Leave of Absence.
  2. Rule 11, Section 2(b) of the Civil Service Rules also allows an employee who is a candidate for a public office to seek an exemption from the Director of Personnel/Human Resources to continue County employment without a Leave of Absence.
  3. If the County job is wholly or partially funded with Federal funds, the employee is subject to the more restrictive Hatch Act which prohibits an employee from becoming a candidate for elective public office in a partisan election.
  4. Please be advised that employees seeking the office of Precinct Delegate are authorized by the Director of Personnel/Human Resources to do so and are granted exemption.
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5. The Director of Personnel/Human Resources reserves the right to withdraw their approval for an exemption if the situation creates a conflict that is contrary to the best interest of the County of Wayne.
6. Failure to comply with this Policy may result in a revocation of the exemption and/or disciplinary action up to and including termination of employment.

All such inquiries and exemption requests must be directed in writing to:

Director of Personnel/Human Resources  
Attention: The Ethics Board  
County of Wayne  
500 Griswold, 9th Floor  
Detroit, MI 48226

**Exemption Guidelines for Employees Seeking Public Office:**

These guidelines are based on the general policy that employees are prohibited from engaging in any activity or practice in conflict with the overall interest of Wayne County. When reviewing a request for an exemption, the following criteria will be considered:

1. There is no violation of the Hatch Act restricting the political activity of individuals principally employed by state or local executive agencies and who work in connection with programs financed in whole or in part by federal loans or grants (P/HR will consult with Management & Budget to verify);
  2. The employee has notified his/her department/Elected Office and the leadership of the department/elected office has reviewed the request. The Department of Personnel/Human Resources will consider the recommendation of the department/elected office when making a final decision.
  3. The employee does not exercise policymaking or discretionary authority when carrying out his/her assigned duties during working hours.
  - 4.
  5. There is no apparent conflict of interest.
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### **III. ENFORCEMENT**

The Department of Personnel/Human Resources is responsible for development, revision, communication, and enforcement of this policy. The Department of Personnel/Human Resources will assist in the interpretation and monitoring of adherence to this policy.

Violation of this policy may result in remedial action ranging from verbal to written discipline, suspension from work without pay, to immediate termination.

### **IV. DISCLAIMER**

If in direct conflict with other internal or departmental policy, this policy will be considered to be the overriding policy unless otherwise directed by the Director of Personnel/Human Resources or his/her designee.

In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the agreements shall take precedence. On those topics where the CBA is silent, the provisions of these policies shall apply.

### **V. RELATED DOCUMENTS**

- a. Civil Service Rules and Regulations
  - b. Collective Bargaining Agreements
  - c. Wayne County Charter
  - d. Ordinance – Ethics No. 2012-209
    - Public Act 566 of 1978, MCL 15.181 et seq.,
    - Ethics Acknowledgement
  - e. Wayne County Work Rules
  - f. Code of Conduct Policy
  - g. Wayne County Employee Handbook
  - h. Hatch Act
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## VI. REVISION HISTORY

<b>ACTION</b>	<b>DATE</b>	<b>BY WHOM</b>	<b>REASON</b>
Created			
Revised	04/30/2013	Tish King, Director of P/HR	Revised