

Janet Napolitano
Governor



William Bell
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

100 NORTH FIFTEENTH AVENUE • ROOM 401
PHOENIX, ARIZONA 85007

(602) 542-1500

M E M O R A N D U M

TO: All Agency Heads, Boards and Commissions

FROM: William Bell, Director

DATE: February 24, 2006

SUBJECT: Political Activity

As we move into an election cycle, the following information is provided to help employees and supervisors understand the statutory boundaries of allowable involvement in political activities.

In accordance with A.R.S. § 41-772, State Service employees (those employees who are subject to the Arizona Department of Administration Personnel Rules) MAY NOT:

- Use or promise to use any official authority or influence for the purpose of influencing the vote or political action of any person or for any consideration.
- Be a member of any national, state, or local committee of a political party, including serving as a precinct committee person.
- Serve as an officer or chairman of a committee of a partisan political club.
- Become a candidate for nomination or election to any paid public office.
- Hold any paid, elective public office.
- Take part in the management or affairs of any political party or in the management of any partisan or non-partisan campaign or recall effort.

The same statutes provide that employees MAY:

- Express opinions.
- Vote and sign nomination or recall petitions.
- Contribute to candidates, political parties or campaign committees contributing to candidates or advocating the election or defeat of candidates.
- Circulate candidate nomination petitions or recall petitions.
- Engage in activities to advocate the election or defeat of any candidate.
- Solicit or encourage contributions to be made directly to candidates or campaign committees which are contributing to candidates or advocating the election or defeat of candidates.
- Attend meetings (on non-work time) for the purpose of being informed concerning candidates for office and political issues.
- Become a candidate for election to a school board or community college district governing board.
- Serve as a member of the governing board of a common or high school district or as a member of a community college district governing board.

Except for voting and expressing opinions, covered employees may not engage in the above activities while on duty, while in uniform or at public expense.

State employees in uncovered (exempt) positions generally are not subject to the forgoing limitations; however, uncovered employees are prohibited from using state resources for campaign purposes, including participating in any campaign work while on state time and must exercise common sense and good political judgment.

Violation of the statute carries significant penalties, up to and including dismissal. Employees are encouraged to refer any questions to their supervisors or to the Arizona Department of Administration Human Resources Satellite Manager assigned to their agency prior to participating in any political activity.