



POLICIES AND PROCEDURES

SUBJECT Political Activities	DEPARTMENT Human Resources		DEPARTMENT IDENTIFICATION 1400	
	SECTION 1423	PAGES 1-2	EFFECTIVE DATE 1/1/82	REVISION DATE 06/2007 TBD

1.0 PURPOSE:

To describe the policies of the City of West Allis in regard to City employees' participation in political activities.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and City employees.

3.0 POLICY:

City employees shall not engage in political activities to such an extent that their participation distracts from the performance of their employment duties, nor should they engage in political activities in such a way that would lead members of the electorate to conclude that City departments or employees in their official capacity were taking a position in an election. No City employees, during the hours that they are on-duty, may engage in political activities. City employees engaged in political activities while off-duty should clearly act as private individuals and not convey the impression that they are acting in their official capacity as City employees.

4.0 REFERENCES:

[Rules and Regulations of the West Allis Civil Service Commission](#), [City of West Allis Revised Municipal Code, Section 2.76 \(15\)\(b\)](#)
[Wisconsin Statutes Sections 6.76, 7.33 and 12.07](#)

5.0 PROCEDURES:

(1) GENERAL POLICIES

- (a) Voting - An employee may vote as he or she chooses.
- (b) Opinions - An employee may express his or her personal opinion on any and all subjects, verbally or in writing. He or she may sign petitions as a private individual.
- (c) Campaign Materials - An employee may voluntarily wear a campaign button or badge, on or off duty; carry stickers, signs, and other electioneering materials affixed to a privately owned vehicle; however, the use of such materials on City owned vehicles, equipment, buildings, or other City property is prohibited.
- (d) Contributions - An employee may voluntarily contribute money or service to a candidate, campaign, party, group, or cause. Solicitation of contributions of

money or service during working hours is prohibited.

- (e) Candidacy - An employee may run for political office as provided in Section 2.76(15)(b) of the Revised Municipal Code.
- (f) Campaign Work - An off-duty employee may voluntarily circulate nomination papers, distribute campaign literature, type, stuff envelopes and perform other clerical services, telephone and convey voters to the polls, and participate in a political convention, meeting, rally, demonstration, or parade. Campaign work of the nature listed under this heading is prohibited during working hours and is further prohibited off duty by any employee in a City uniform or wearing a City badge. Use of City property for campaign work is prohibited.
- (g) Memberships and Appointments - An employee may belong to a political party, group, club, or civic organization; hold memberships in "Citizens for _____", or similar organizations; serve on political committees or as an officer or delegate in political organizations; attend political meetings or social functions of a political nature. The employee may accept appointments to non-elective boards, committees, and commissions, provided there is no conflict of interest.
- (h) Those employees whose salaries are partially financed by Federal funds may be subject to the restrictions of the Federal Hatch Act. Questions about these employees engaged in the permitted activities listed above should be referred to the City Attorney's Office for clarification.
- (i) [An employee serving as an election official shall be in compliance with Section 7.33 Wisconsin Statutes.](#)