

STATE OF COLORADO

Department of Military & Veterans Affairs

6848 South Revere Parkway
Centennial, Colorado 80112
(720) 250-1500



Jared Polis
Governor

Laura L. Clellan
Brigadier General, COARNG
The Adjutant General

TITLE:	Political Activities and Campaigning
EFFECTIVE DATE:	November 1, 2022
APPLICABILITY:	All State Personnel and Division Directors of State Personnel within Their Division
PROPONENT:	Human Resources
POLICY MEMO NUMBER:	DMVA PM 22-021
REFERENCE:	4 CCR 801-1, Board Rule 1-17; State of Colorado Employee Handbook, dated February 1, 2022 & the Hatch Act
SUPERCEDES:	Political Activities and Campaigning, Dated: October 1, 2008

1. Background: State Personnel Rule 1-17 states that employees may participate in political activities subject to state and federal laws. No state time or property may be used for this purpose. Additionally, the State Employee handbook states that while State employees may participate in political activities subject to state and federal laws, no state facility or resource can be used for this purpose. State employees also may not campaign actively for any candidate on state time or in any manner calculated to exert the influence of state employment. Finally, State employees are governed by certain federal laws including but not limited to...the Hatch Act.

2. Purpose: This policy exists to support the DMVA's Vision of being an inclusive organization that earns and maintains the trust and confidence in those we serve at the local, state and federal level. It is important that employees exhibit political neutrality to ensure that individual political preferences are not to be mistaken with political preferences of the Department of Military & Veterans Affairs.

3. Policy: The examples that follow provide a list of restrictions and allowable activities for DMVA employees. While the list is not all-inclusive, it does address the most common concerns and issues. Additional questions should be directed to the Human Resources Office.

Examples of allowable political activities for DMVA employees:

- A. You may engage in political activities during your personal time after work hours as long as you do not use any DMVA resources (i.e., computers, telephones, supplies, etc.) for political purposes.
- B. You may use annual leave, provided appropriate pre-approvals have been gained with your direct supervisor, for the purpose of engaging in political activities.

Examples of restrictions on political activities during work time for DMVA State employees:

- A. You may not prepare or distribute written or electronic materials supporting or opposing a measure, candidate or petition. You also may not direct a subordinate or co-worker to prepare or distribute such materials.
- B. You may not solicit support or funds from employees or co-workers for political activities or issues.
- C. You may not use DMVA's computer networks, including Email accounts, for distributing information in support of or opposition to any candidates, measures, referendums, petitions or other political activities or issues.
- D. You may not collect funds or signatures on behalf of political action committees, candidates, measures, referendums, petitions or other political activities or issues.
- E. You may not assist with candidates' filling forms, voters' pamphlet filings, contribution and expenditure report forms, or related correspondence.
- F. You may not perform any related activities such as producing or distributing political documents advocating a vote for or against a measure, or news releases or letters announcing an elected official's support for or opposition to a candidate, measure, referendum or petition.
- G. You may not produce or distribute a news release announcing a candidate's filing that includes reasons for supporting the candidate, the candidate's goals if elected, or any other supportive information.
- H. You may not post signs or banners promoting or opposing any candidate, measure, referendum, petition or other political activity or issue.
- I. You may not wear political buttons at work.
- J. You may not act or give the appearance that you are representing DMVA's official endorsement of a political candidate.

K. Supervisors and Division Directors may not engage in political discussions and if encounter workplace discussions regarding politics, need to shut down the discussion immediately.

Official:

A handwritten signature in black ink, appearing to read 'L. Clellan', with a long horizontal flourish extending to the right.

Brigadier General Laura Clellan
The Adjutant General
Executive Director

Distribution: DMVA Employees and Supervisors
DMVA Website