

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: LIBRARY EMPLOYEE POLITICAL ACTIVITY	Issued: 4/14/05 9/9/21	No: B-13
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The following guidelines have been prepared governing the extent to which Library employees may engage in political activities.

It is the policy of the Waukesha Public Library that - all employees have the right to freely express their view as a citizen outside of work hours regarding politics and have a right to cast a vote as they choose.

To this extent:

1. An employee of the Library shall not directly or indirectly use or seek to use his/her/~~their~~ authority of influence of his/her/~~their~~ position to control or modify the political action of another person.
2. An employee of the Library shall not engage in political activity during their hours of work.
3. Library employees whose principal employment is in a Federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act. ~~as amended, S.U.S.C. 15.01-15.08.~~
4. ~~Because the Waukesha Public Library serves as a polling place, employees are also subject to all municipal, state, and federal laws regarding Election Days.~~

Under the Hatch Act, local employees who work in connection with programs funded in whole or in part by federal loans or grants **may not:**

- use their official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office.
- directly or indirectly coerce, attempt to coerce, command, or advise state or local officers or employees to pay, lend or contribute anything of value to a part, committee, organization, agency, or person for partisan political purposes.

In addition, employees whose salary is entirely federally funded **may not:**

- be a candidate for public office in a partisan election.

I. The following activities are permissible subject to the Federal Hatch Act:

1. Making voluntary contributions for political purposes.

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2. Participating as a candidate for office, provided such service will not conflict or interfere with the employee's library duties.
3. Expressing opinions as an individual privately or publicly on political subjects and/or candidates.
4. Being a member of a political party and participating in party affairs. The following are some of the political activities that a library employee may participate in providing he/she is off work and not on library/~~city~~ property:
 - a. Soliciting votes in support or opposition of a candidate for public office.
 - b. Being a candidate for any political office.
 - c. Directly or indirectly soliciting, receiving, collecting, disbursing, or accounting for assessments, contributions, or other funds for political purpose.
 - d. Actively managing the political campaign of a candidate for political office.
 - e. Organizing, selling tickets to, promoting, or actively participating in a fund-raising activity for a candidate.
 - f. Driving voters to polls on behalf of a political party and/or candidate.
 - g. Initiating or circulating a nominating petition.
 - h. Endorsing or opposing a candidate for public office in a political advertisement, broadcast, campaign literature, or similar material. Actively managing the political campaign of a candidate for political office.
 - i. Organizing, selling tickets to, promoting, or actively participating in a fund-raising activity for a candidate.
 - j. Driving voters to polls on behalf of a political party and/or candidate.
 - k. Initiating or circulating a nominating petition.
 - l. Endorsing or opposing a candidate for public office in a political advertisement, broadcast, campaign literature, or similar material.

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5. Parking an automobile bearing political signs and/or stickers in library/~~city~~ parking areas while at work.

II. In general, the following political activities are prohibited:

1. Using Library authority to interfere or affect nomination and/or election for any public office.
2. Using Library authority to influence, intimidate, threaten, and/or coerce any person to vote contrary to his/her own choosing.
3. Using Library authority to directly or indirectly intimidate or coerce any person to pay, lend, or contribute anything of value, including services, to any party, group, or individual for political purposes.
4. Engaging in political activity on Library-owned property, including, but not limited to, the wearing of political identification during working hours.
5. Engaging in any political activity when not on duty to such an extent that efficiency during working hours is impaired, or that cause an employee to be tardy or absent from work.
6. Engaging in any form of political activity during **official** Library work time.
7. Use of library/~~city~~ property, materials, supplies or equipment in connection with a political activity.

Adopted by the Library Board
~~April 14, 2005~~ September 9, 2021