



**State of Oklahoma**  
**Office of Management and Enterprise Services**  
**Policies and Procedures**  
**OMES Employee Election Season**

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<b>Effective Date of Policy: 04/16/2018</b>	<b>Next Scheduled Review: 03/01/2020</b>
<b>Effective Date of Original Policy: 11/01/2012</b>	<b>Policy Number: OMES-22</b>
<b>Last Reviewed: 04/04/2018</b>	<b>Replaces Policy Number: HCM-24</b>
<b>Date Policy Last Revised: 04/04/2018</b>	
<b>Approved: Denise Northrup, OMES Director</b>	<b>Approval Date: 04/04/2018</b>

**Reference:** 2017-2018 Ethics Manual for State Officers and State Employees:  
[https://www.ok.gov/ethics/Ethics\\_Laws,\\_Guides\\_&\\_Forms/Guides/index.html](https://www.ok.gov/ethics/Ethics_Laws,_Guides_&_Forms/Guides/index.html) or as updated annually for the applicable time period.

**Policy**

It is the policy of the Office of Management and Enterprise Services (OMES) that all employees in the performance of their job are expected to conduct themselves in accordance with OMES' core values of service, integrity and quality and to comply with federal and state laws, rules/regulations and all OMES policies. Employees shall avoid unethical behavior. Provided that the employee is not engaged in official work status, OMES employees have the right to register and vote in any election, express an opinion as an individual privately and publicly on political subjects and candidates, display a political picture, sticker, badge or button and participate in the activities of a civic, community, social, labor or professional organization or of a similar organization. The OMES employee election season policy must be adhered to by every employee of OMES. Violations of this policy are cause for disciplinary action up to and including termination.

**Purpose**

OMES employee election season provides guidelines to OMES employees regarding restricted and permissible activities during election seasons.

## **Implementation**

### **Restricted Activities:**

- a) OMES employees shall not use their official authority or influence for the purpose of interfering with an election or a nomination for office or to affect the results of either.
- b) Employees may not directly or indirectly solicit contributions or other funds for a partisan candidate or party while on duty or acting in his or her official capacity.
- c) OMES employees shall not directly or indirectly solicit, accept, collect, handle, disburse or account for assessments, contributions or other funds for a partisan political purpose or organize or sell tickets to promote or actively participate in a fundraising activity of a candidate in a partisan election or of a party committee while on duty or acting in his or her official capacity.
- d) OMES employees are not authorized to engage in political activity while on duty, or while in a uniform that identifies him/herself as a state employee. Employees are not permitted to engage in political activities in the assigned work areas of a state agency.
- e) OMES employees may not wear a campaign button, hat, badge or other campaign paraphernalia during the hours that the employee is in official work status for a state agency, nor may employees display such campaign paraphernalia in work areas.
- f) OMES employees shall not use or authorize the use of public funds, property or time to:
  - 1) participate or assist in the organization of, or preparation for, a fundraiser for a campaign or in any solicitation of funds for or against a candidate for state office or a ballot measure;
  - 2) produce, print, publish, broadcast or otherwise disseminate material designed or timed to influence the results of an election for state office or a ballot measure.

### **Permissible Activities:**

- a) Be members of a party committee or other political action committee and participate in the organization's activities consistent with the restrictions stated above.
- b) Serve as an officer of a party committee at the national, state or local level and may attend a political convention, rally, fundraising function or other political gathering or sign a political petition as an individual.
- c) Make a voluntary contribution to a committee.
- d) Be politically active in connection with a question including, but not limited to, approval of an amendment to the State Constitution, referendum or approval of a municipal ordinance or any other question or issue of a similar character.
- e) Serve as an election judge or clerk or similar position to perform duties as prescribed by state or local law.
- f) Participate fully in public affairs, except as prohibited by law, in a manner which does not materially compromise the neutrality, efficiency or integrity of the administration of state functions.

Violations of this policy are cause for disciplinary action up to and including termination.