

2016 MODEL OFFICE POLICY

Incidental Political Campaign Related Activities

From time to time, legislative offices and LIO's will receive calls and correspondence related to political campaign activities as well as walk-ins with questions and/or dropping off political campaign materials. Incidental political campaign activities while on government time are permissible if the activities are part of the normal legislative duties of the employee.

A legislative employee, who engages in political campaign activities other than of an incidental nature on government time, is required to take leave time for the period of campaigning.

Whether the political campaign activity is related to *Sen/Rep's* campaign or another campaign, they should be handled in the following manner. Note: You may provide the *Sen/Rep's* home or campaign contact information to prevent future contact with the legislative office.

1. If a **campaign related call** is received, take the caller's name and phone number. Leave the message for the legislator. Also, politely let the caller know that in the future they should call *Sen/Rep* at home or on his/her personal cell phone or campaign phone as campaign related discussions are not appropriate in a legislative office.
2. If **campaign material** is received in the mail, give directly to *Sen/Rep*. (Note: Check with the *Sen/Rep* and most likely you can throw away the junk mail: i.e., fliers and materials advertising campaign buttons and other campaign items.) Do not respond to the correspondence as it is not legislative related.
3. Legislative Office: If **campaign related email** is received, forward to *Sen/Rep's* home email or campaign email. Do not respond to the campaign related correspondence as it is not legislative related. To prevent future emails of a campaign nature from the same person/entity, notify the sender the campaign email was forwarded to the legislator's home or campaign email address and state that future campaign email should be sent there as well. Delete the email from the legislator's legislative email account.
4. If **someone drops off a campaign check** for the legislator, politely let the person know that in the future checks should be sent directly to *Sen/Rep's* home or campaign address. Leave the check for the legislator. Do not take any other action. It is the responsibility of the *Sen/Rep* to take appropriate action as necessary or needed.
5. If **someone stops in and asks a campaign related question**, politely let the person know that campaign questions should be directed to the *Sen/Rep* and provide contact information. A legislative office is not the proper forum for these types of questions.
6. If **someone stops in to drop off campaign material** (i.e., campaign flier or campaign fundraising notice, to name a few), inform the person that a legislative office is not the proper forum for receiving campaign related materials. Provide appropriate contact information and inform the person the campaign material should be sent directly to the *Sen/Rep's* home address or campaign address.

APPLICABLE STATUTES

AS 24.60.030(a)(2) A legislator or legislative employee may not use public funds, facilities, equipment, services, or another government asset or resource for involvement in or support of or opposition to partisan political activity, or for the private benefit of the legislator, legislative employee, or another person.

AS 24.60.030(5) A legislator or legislative employee may not use or authorize state funds, facilities, equipment, services or another government asset or resource for the purpose of political fund raising or campaigning.

AS 24.60.030(h) An employee who engages in political campaign activities other than incidental campaign activities during the employee’s work day shall take leave for the period of campaigning. Political campaign activities while on government time are permissible if the activities are part of the normal legislative duties of the employee, including answering telephone calls and handling incoming correspondence.

Signature of Legislative Employee (optional)

Date