

MODEL OFFICE POLICY

Incidental Political Campaign Related Activities

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.

Legislative employees should respond to inquiries and requests in the following manner. *Note: You may provide the candidate's home or campaign contact information to prevent future contact with the legislative office.*

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 the legislator at home or on his/her personal cell phone or campaign phone as campaign related discussions are not appropriate in a legislative office.

If campaign material is received in the mail, give the correspondence directly to the legislator. Do not respond to the correspondence as it is not legislative related. *Note: Check with the legislator and most likely you can throw away the junk mail: i.e., fliers and materials advertising campaign buttons and other campaign items.*

If campaign related email is received in a legislative office, forward it to the legislator's home or campaign email address. 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.

If someone drops off a campaign check for the legislator, leave the check for the legislator and politely let the person know that in the future checks should be sent directly to the legislator's home or campaign address. Do not take any other action. It is the legislator's responsibility to take appropriate action as necessary or needed.

If someone stops in and asks a campaign related question, politely let the person know that campaign questions should be directed to the legislator and provide the contact information. A legislative office is not the proper forum for these types of questions.

If someone stops in to drop off campaign material (e.g., campaign flier or campaign fundraising notice), 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 legislator's home or campaign address.