



303 North Beeline Highway
Payson, Arizona 85541
Phone 928-474-5242
Fax 928-474-8472

MEMORANDUM

Date: April 7, 2014
To: Town Employees
From: Tim Wright, Town Attorney *TW*
Re: Political Activities by Council and Staff re the 2014 Town Elections
Cc: Mayor and Council Members

The Town Manager and I have received questions related to what employees may or may not do in relation to the Town's upcoming elections. The purpose of this memo is to provide a quick overview for employees. Below are two lists - what employees may do and what they may not do. Neither list is exhaustive. Employees are encouraged to review Rule 1.2.7 of the Personnel Manual (amended October 2013) and A.R.S. §9-500.14.

What are some things employees may do?

1. Employees may sign petitions for Mayor or Council candidates when he/she is not working.
2. Employees may express a personal preference for a specific candidate, so long as they do not use their Town position or any Town resources to express such a preference.
3. Employees may tell candidates that he/she does not wish to sign a petition or otherwise discuss or participate in the election. Employees may choose this for many reasons including (a) belonging to a profession organization whose code of ethics prohibits the employee from discussing his/her political views, (b) although employees do not directly report to the Council (except the Manager and Attorney), political interactions with Council Members makes the employee feel uncomfortable, or (c) any other reason.

What are some things employees may not do?

1. Employees may not use Town resources to influence an election, including attempting to get a candidate on the ballot. This could include making copies at Town Hall, utilizing Town office supplies, sending emails from Town computers, etc.¹

¹ Note – Number 1 and 2 on the 'may not' list apply to Council Members as well as employees.

2. Employees may not solicit contributions from another Town employee for a political party, candidate, or other political purposes.
3. Employees may not use his/her authority to influence the political activities of a subordinate employee.
4. Employees may not, with respect to Town elections, (a) collect contributions from anyone, or (b) take part in the management or affairs of any candidate or ballot committee.
5. Employees may not run for Town Council without first resigning his/her employment.