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|  <p style="text-align: center;"><b>WEST VIRGINIA<br/>DIVISION OF<br/>JUVENILE SERVICES</b></p> | <p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;"><b>110.00</b></p>  | <p><u>PAGES:</u></p> <p style="text-align: center;">3</p> |
| <p><u>CHAPTER:</u><br/><b>Administration and<br/>Management</b></p>   | <p><u>REFERENCE AND RELATED STANDARDS:</u><br/>WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.;<br/>Division of Personnel Rules Section 16; ACA 3-JTS-1A-29; ACA 3-JDF-1A-33; ACA 3-JCRF-1A-20</p> |   |
| <p><u>SUBJECT:</u> Political Practices</p>  |  |   |
| <p><u>DATE:</u> April 1, 2009</p>   |  |   |

**POLICY**

This Policy is to ensure all employees conform with governmental statutes and regulations relating to campaigning, lobbying, and political practices.

**CANCELLATION**

This policy has been reviewed and supersedes Policy 110.00 dated January 1, 2008.

**APPLICABILITY**

This Policy applies to ALL Division of Juvenile Services' employees.

**PROCEDURES**

1. Employees may:
  - a. Serve as a poll clerk or worker.
  - b. Be a candidate for or serve as a delegate to any state or national political party convention.
  - c. Voluntarily campaign for a candidate or party during non-work time, off of State property, and without use of State supplies or equipment within the provisions of Election Guidelines and law, so long as they are not paid a fee other than actual expenses incurred.
  - d. Voluntarily sell tickets to political affairs to individuals other than employees of the classified service.

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- e. Voluntarily erect campaign signs on private property, as long as property is not used as State office or official office site by the State.
  - f. Voluntarily attend political dinners, rallies, and dances.
  - g. Voluntarily serve on campaign committees for a candidate, so long as not receiving compensation for service.
  - h. Be a candidate for local partisan or nonpartisan elective office by taking a leave of absence commencing with filing date. However, if elected, must resign from the classified service.
  - i. Voluntarily make a monetary contribution to a political party or candidate not to exceed limitations established by law.
  - j. Voluntarily display campaign stickers, posters, etc. on a personal vehicle at such times as vehicle is not being utilized for State business.
  - k. Wear campaign buttons, display bumper stickers or wear apparel with political logos or endorsements during non-work time off State property, and out of State issued uniforms.
  - l. Be a candidate to unpaid non-partisan local or State office or unpaid partisan local office. A leave of absence is not necessary to be a candidate for an unpaid elective office permitted by statute.
2. Employees may not:
- a. Sell tickets to political affairs to employees in the classified service.
  - b. Serve as a campaign financial agent or treasurer.
  - c. Be a candidate for any national, State paid public office, or court of record.
  - d. Be a member of any national, State, or local committee of a political party.
  - e. Hold any paid elective public office.
  - f. Solicit or receive any assessment, subscription, or contribution from employees in the classified service.

