



29.1 POLITICAL ACTIVITY

- A. Town employees shall not engage in the following political activity.
1. No employee may solicit or attempt to solicit support for a candidate or political party involved in an Oro Valley municipal election.
 2. No employee may solicit or attempt to solicit support for any candidate, petition, ballot measure or political party for any election during working hours, in their workplace, or in uniform.
 3. Employees may not be members of political committees, officers of partisan political committees or nominees for paid elective office for Oro Valley municipal elections. Employees may not take part in the management or affairs of political parties, campaigns or recall efforts concerning Oro Valley.
- B. The following political activity is permitted.
1. In their personal capacity, employees may express opinions, attend meetings (not in uniform), vote, sign nomination or recall petitions and advocate for election or defeat of candidates.
 2. An employee may exercise their rights as a citizen to vote and to express opinions as an individual citizen, but not as a representative of the Town.
- C. No employee may seek election to public office with the Town while still employed by the Town.
- D. No employee may use their position to sell, solicit or distribute any campaign material during working hours and/or in a uniform used by or identified with the Town government.
- E. No employee may use their position to promote or recommend any candidate for public office.

29.2 SOLICITATION OF POLITICAL SUPPORT PROHIBITED

- A. No employee of the Town may solicit any contribution in cash or services from any Town employee to support any candidate for public office, any political party, or ballot measure.

29.3 TOWN RESOURCES

- A. Town resources, including but not limited to facilities, funds, employee services, and email accounts, may not be used in any manner to influence an election or solicit support for any candidate or political party.

29.4 CONFLICT OF INTEREST



- A. No employee may engage in any business activity or have a financial or other personal interest, direct or indirect, which adversely affects the proper discharge of or would tend to impair his/her independence of judgment or action in the performance of his/her official duties. Personal, as distinguished from financial interest, includes an interest arising from blood or marriage relationship or close business or political association.
- B. Town employees shall conduct their private and professional lives in such a manner as to avoid adverse reflection upon themselves as employees of the Town.
- C. Town employees shall not use their position for personal gain.
- D. Town employees shall not accept directly or indirectly any gift, gratuity, loan, fee or any other thing of value arising from or offered because of Town employment or any activity connected with said employment, except as may be specifically authorized by the Town Manager or designee.
- E. Some specific examples of conflicts of interest are enumerated below for the guidance of employees; however, employees are subject to all State and Town regulations regarding conflict of interest, including disciplinary action up to and including termination of employment.
 - 1. Canvassing of citizens of the Town, either directly, or indirectly, in order to obtain preferential consideration of any appointment.
 - 2. Engaging in or accepting private employment or rendering services for private interest which adversely affect the proper discharge of his/her official duties or impair his/her independence of judgment or action in the performance of his/her official duties.
 - 3. Disclosure of confidential information concerning the property, government or affairs of the Town without proper authorization, or using such information to advance the financial or other private interest of himself/herself to others.
 - 4. Appearance on behalf of private or commercial interests before any agency related to Town activities, or representing private or commercial interests in any action or proceedings against the interests of the Town in any litigation to which the Town is a party.
 - 5. Having any interest in any contract or purchase made by the Town. The acceptance of any gift, favors, travel, etc. from anyone seeking to do business with the town. (See Standard Operating Procedure No. 11 - "Guidelines Pertaining to Gifts or Favors" for clarification.)

29.5 OUTSIDE EMPLOYMENT



- A. Town employees are prohibited from engaging in regular or part-time employment that in any way violates town policies.
- B. Town employee's outside employment shall not interfere in any way with the employee's ability to perform his/her assigned work and duties for the Town.
- C. To engage in outside employment:
 1. The employee must make a request in writing to his/her Department Head seeking permission to engage in outside employment.
 2. The Department Head has discretion to approve or deny the employee's request to engage in outside employment taking into account the following:
 - a. Employee's job performance
 - b. Employee's workload
 - c. Nature of the outside employment
 - d. Potential for any conflict of interest
 - e. Any other factors deemed relevant
 3. The written approval may also set forth conditions that must be met in order for the outside employment to be authorized.
- D. Department Heads shall deny an employee's request to engage in outside employment when that employment has the potential to conflict with Town employment, or be detrimental to the Town in any way. The written denial shall set forth the factors and considerations upon which the denial is based.
- E. Supervisors are responsible for reviewing the performance of employees who engage in outside employment. If the supervisor determines that the outside employment is interfering with the employee's work for the Town, the supervisor shall notify the Department Head and the employee's privilege to engage in outside employment shall be rescinded. Such rescission shall be in writing.
- F. If an employee's request to engage in outside employment has been denied, or if an employee's outside employment privileges have been suspended, the employee may seek review by the Town Manager or designee. The employee shall make such request in writing setting forth all facts and considerations which the employee believes are pertinent. The decision of the Town Manager or designee shall be in writing and is considered final. The employee may not grieve the decision of the Town Manager or designee, except on the grounds that the denial is based on some other type of grievable issue.