

Title: Participation in Community Affairs
Policy Number: 709
Effective Date: July 1, 2009
Revision Date:
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to encourage employees to participate in the community service affairs of charitable, educational, fraternal, and civic organizations.

Comments:

- (1) The County may identify certain community activities for which it wants to be represented and designate the employees it will sponsor for participation or membership in these organizations. Designated employees representing the County in the organization will be expected to promote the County's interests. Under these circumstances, time spent on the community activity will be considered hours worked for pay purposes.
- (2) Time spent on community affairs, when not undertaken at the request of the County, normally should be outside of the employee's regular working hours and, therefore, will not be considered hours of work for pay purposes. Employee-initiated participation in community affairs that involves an extended period of time away from the job should be handled according to the procedures contained in Leaves of Absence.
- (3) Every employee who expresses an opinion in a public forum should clearly state whether the opinion is a personal one or one representing the County. Any public communication which might be considered as representing the County's position must be approved in advance by the Department Head or Board of Supervisor's. Employees should not discuss internal confidential affairs in any public forum.
- (4) Pottawattamie County does not make contributions or expenditures in connection with any election to political office or in connection with any primary election, political convention, or caucus held to select candidates for political office.
- (5) Employees planning to campaign for, seek, or accept appointment to public office must give prior notice of their intentions to their Department Head. Department Heads must give prior notice to the Board of Supervisors. Employees engaging in political activities do so as individuals on their own time, not as representatives of the County, and should not make any representations to the contrary.

- (6) Employee participation in community activities should not adversely affect the employee's job performance, be detrimental to the County's interests, or place the employee in the position of serving conflicting interests.