



LEGISLATIVE AFFAIRS AGENCY
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LEGISLATIVE AFFAIRS AGENCY HANDBOOK

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Personal Appearance Guidelines

While it is the intent of the Legislative Affairs Agency that all employees dress for their own comfort during work hours, a professional representation of the organization is maintained, in part, by the image that LAA employees present to legislators, staff, vendors, and the public. All employees should dress professionally and appropriately for the position they hold. Ensuring a professional appearance also requires maintaining good hygiene, both oral and otherwise, and grooming while at work. Visible tattoos should not be indecent, sexist, or racist.

LAA reserves the right to determine appropriate dress, hygiene, and grooming. Employees may be sent home to change clothes or otherwise address their appearance if it is determined to be inappropriate.

Managers may have additional requirements which must be followed by their employees. They can also grant exceptions to these guidelines for special circumstances or for casual Fridays.

Safety Guidelines: Maintenance and Printshop employees may not wear open toe shoes and must tie back hair for personal safety. Loose clothing or dangling jewelry that poses a safety hazard to employees is also prohibited when operating machinery or engaged in maintenance work at any time.

Uniformed Employees: Uniform shirt attire is provided for the Printshop, Security, Supply, and Maintenance employees whose jobs require wearing one during session. These employees may wear jeans with their uniform shirts. Employees must keep uniform attire neat and clean. Security has additional mandatory appearance requirements which are found in the Security Operating Procedures Manual.

Non-Uniformed Employees: During session, employees should dress professionally; regular business attire is required. During the interim and session weekends, conservative casual attire is acceptable.

Employees who require a reasonable attire accommodation for bona fide health and/or religious reasons, should contact their supervisor or Personnel to discuss an exception to the Personal Appearance Guidelines. Unless it constitutes an undue hardship or safety hazard, LAA will accommodate such requests.

STAFF POLITICAL ACTIVITY POLICY

Political Activities

The Legislative Affairs Agency is a non-partisan service agency of Legislative Council. In order to maintain the integrity of the Council's functions and services to the Legislative Branch, employees of the Legislative Affairs Agency are restricted from joining or supporting partisan organizations or activities that would undermine the non-partisan nature of the Agency's functions or services.

At the March 7, 1984, Legislative Council meeting the following rules concerning political activities by LAA staff were readopted. These rules apply to all categories of Agency employees--permanent, seasonal and session, whether paid hourly or salaried. Any violation of these rules will be grounds for disciplinary action, up to and including immediate termination. Personnel employed by Legislators are not affected by these rules.

Section 1. Definitions. In these rules the following definitions shall apply:

- a) "partisan" means of or relating to a national or State political party or an affiliated organization;
- b) "nonpartisan election" means an election in which no candidate is to be nominated or elected as

representing a political party;

- c) "partisan election" means an election with one or more partisan candidates;
- d) "influencing legislative action" means the promoting, advocating, supporting, modifying, opposing or delaying or seeking to do the same with respect to any legislative action;
- e) "legislative action" means the introduction, consideration, modification, amendment, approval, passage, enactment, defeat or rejection of any bill, resolution, amendment, motion, report, nomination, appointment or other matter by the Legislature, or by a standing, interim or special committee of the Legislature, or by a member or employee of the Legislature acting on his official capacity; it includes, but is not limited to, the action of the Governor in approving or vetoing a bill or the action of the Legislature in considering, confirming or rejecting an executive appointment of the Governor;
- f) "legislative premises" means all buildings or grounds under control of or subject to assignment to the Legislative Affairs Agency including the State Capitol and any space occupied in any other building by the Legislature or its agencies.

Section 2. Prohibited Political Activities. The Executive Director and employees of the Agency may not take an active part in partisan political management or in a partisan political campaign, except as permitted under section 4(h) of these rules. Prohibited activities include but are not limited to:

- a) serving as an officer of a political party, a member of a nation, State or local committee of a political party, an officer or member of a committee of a partisan club, or being a candidate for any of these positions;
- b) organizing or reorganizing a political party organization or partisan political party organization or partisan political club;
- c) directly or indirectly soliciting, receiving, collecting, handling, disbursing or accounting for assessments, contributions or other funds for a partisan political purpose;
- d) organizing, selling tickets to, promoting, or actively participating in a fundraising activity of a candidate in a partisan election, or of a political party or partisan political club;
- e) taking an active part in managing the political campaign of a candidate for public office in a partisan election or a candidate for a political party office;
- f) becoming a candidate for, or campaigning for, an elective public office in a partisan election;
- g) soliciting votes in support of or in opposition to a candidate for public office in a partisan election or a candidate for a political party office;
- h) acting as a recorder, watcher, challenger or other officer at the polls on behalf of a political party or candidate in a partisan election;
- i) driving voters to the polls on behalf of a political party or candidate in a partisan election;
- j) endorsing or opposing a candidate for public office in a partisan election or a candidate for political party office in a political advertisement, broadcast, campaign literature, or similar material;
- k) serving as a delegate, alternate, or proxy to a political party convention;
- l) addressing a convention, caucus, rally or other gathering of a political party in support of or in opposition to a partisan candidate for public office or political party office;
- m) initiating or circulating a partisan nominating petition; and
- n) making a contribution of more than \$100 to a candidate in a partisan election or to a political party or partisan political club.

Section 3. Lobbying. Employees of the Agency may not seek to influence legislative action except when acting within the scope of their employment.

Section 4. Permissible Activities. Agency employees may engage in political activities and public affairs not prohibited under Sections 2 and 3, provided that such activities are conducted off legislative premises during

the employee's off-duty hours, and that the employee's title or position with the Legislature may not be used in conjunction with such activities. Each employee retains the right to:

- a) register and vote in any election;
- b) express his or her opinion as an individual privately and publicly on the political subjects and candidates except as limited in these rules;
- c) display a political picture, sticker, badge or button;
- d) participate in the nonpartisan activities of a civic community, social, labor or professional organization, or of a similar organization;
- e) be a member of a political party or other political organization and participate in its activities;
- f) attend a political convention, rally, fund raising function or other political gathering;
- g) sign a political petition as an individual;
- h) make a financial contribution of \$100 or less to a candidate in a partisan election, to a political party, or partisan organization;
- i) make a financial contribution in any amount to a candidate in a nonpartisan election or a municipal election;
- j) take an active part, as a candidate or in support of a candidate, in a nonpartisan election or a municipal election;
- k) be politically active in connection with a question which is not specifically identified with a political party, such as a constitutional amendment, referendum, approval of a municipal ordinance, or any other question or issue of a similar character;
- l) serve as an election judge or clerk, or in a similar position to perform nonpartisan duties as prescribed by State or local law.

Section 5. Policy Interpretation. Any employee may request from the Executive Director an interpretation of the application of these rules to a specific situation. The Executive Director shall keep a written record of all such interpretations or determinations.