An employee must submit a letter of intent to participate in political activities to the President for approval. The employee may be requested to go on leave without pay if his political activity interferes with his/her job responsibilities, and appropriate disciplinary action may be taken. Employees covered in whole or in part by Federal Funds are covered by the Hatch Act and therefore not permitted to participate in partisan political activities. Employees subject to the provisions of the Hatch Act may not:

1. Use their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;

2. Directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or

3. Be candidates for elective office.

Partisan when used as an adjective means related to a political party, as defined below:

1. Partisan political group means any committee, club, or other organization which is affiliated with a political party or candidate for public office in a partisan election, or organized for a partisan purpose, or which engages in partisan political activity.
2. Partisan political office means any office for which any candidate is nominated or elected as representing a party any of whose candidates for Presidential elector received votes in the last preceding election at which Presidential electors were selected, but does not include any office or position within a political party or affiliated organization.

3. Political activity means an activity directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group.

Where there are conflicts or inconsistencies between this policy, the Ethics Act of 1991, or the Hatch Act, the provisions of the relevant state or federal law will take precedence.