

PERSONNEL COMMITTEE

November 22, 2024 - 11:00 AM

**City Conference Room
1515 Strong's Avenue, Stevens Point, WI**

(A quorum of the City Council may attend this meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Employee seeking Public Office per Policy 1.10 Employee Participation in Political Activity- (2) Non-Partisan Activity.
3. Adjournment.

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strong's Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

Susan Pagel
1108 Francis St
Stevens Point, WI 54481

November 13, 2024

City of Stevens Point Personnel Committee
1515 Strongs Avenue
Stevens Point, WI 54481

Dear Personnel Committee members:

Per administrative policy, I am notifying you of my intent to run for the non-partisan position of Stevens Point Municipal Clerk at the April 1, 2025 election.

Thank you!


Susan Pagel

*** * CITY OF STEVENS POINT * ***
ADMINISTRATIVE POLICY

Policy Title: Employee Participation in Political Activity Policy No.
1.10

Date of Issuance: December 18, 1989

Revision Date: April 18, 1994, June 16, 1997, January 21, 2013

Description: It is desirable that citizens participate in government. To this extent, the City will attempt to facilitate an employee's participation. This policy provides guidance to regular employees of the City who wish to participate, either directly or indirectly, in political activity. However, City employees are expected to recognize the unique position they hold as a public employee. The City services all constituents without regard to political affiliations.

1. Partisan Activity

- A. An employee seeking election to a partisan political office, must take leave without pay during the period of the campaign. The campaign period covers the time from the first public announcement of intent to seek office through the time the election is conducted or the employee withdraws from the campaign.
- B. The provisions contained in paragraph A. shall not apply to any employee whose principal employment is not in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a Federal agency as provided in the Federal Hatch Act, 5 U.S.C. sec. 1501, et seq.
- C. If elected, the employee must separate from City service upon assuming the duties and responsibilities of office, except in cases in which the elected position is part-time.
- D. A City employee may be granted a leave of absence to participate in a partisan political campaign. A request for a leave of absence for this purpose must be submitted to the Personnel Committee for review and approval.

2. Non-partisan Activity

- A. An employee may seek election to a non-partisan public office provided it does not conflict with his/her duties and responsibilities as a City employee. In order for this determination to be made, the employee must disclose his/her intent in writing to the City Personnel Committee prior to active participation in a

campaign.

- B. The Personnel Committee, in consultation with the City Attorney, will make a determination as to whether an office is in conflict with an employee's duties. In making this determination, consideration will be given to the following items:
 - (1) The responsibilities of the office as they relate to those of the employee.
 - (2) The times when, and the amount of time needed to properly exercise the responsibilities of the office.
 - (3) The relationship with individuals or governmental units as a public official, in comparison to the relationship or possible relationship to the same individuals or governmental units as a City employee.
- C. Should it be determined that an office is in conflict with an employee's duties and responsibilities, the employee will be required to take leave without pay during the period of the campaign or while holding office.

3. Political Activity During Working Hours

Employees should not engage in political activity during working hours or while acting in the capacity of an employee of the City. This shall include, but is not limited to the distribution or wearing of political badges, buttons or printed matter or their placement on City property.

In addition, employees on leave of absence to run in or participate in a campaign may not solicit assistance or support from any City employee during working hours or on City property.