

where speech and political activities may have an adverse effect on working relationships or the efficient operation of the department. Under these unique circumstances the law authorizes limiting First Amendment rights as a requirement for the job, and employees may be subject to adverse consequences for engaging in such activities.

The provisions of California Government Code sections 3201-3209 and 3302 and any future amendments thereto are hereby incorporated into this Part I. Under the provisions of these codes, the County specifically prohibits employees from engaging in political activity during working hours or such hours as they are on duty for the County, or while they are in uniform. Such prohibited activity shall include, but is not limited to, soliciting money, influence, service, or any other valuable thing to aid, promote, or defeat any political committee or the nomination or election of any person to public office, or to aid, promote, or defeat any ballot measure, while on the job during working hours. No person shall attempt to coerce, command, or require a person holding, or applying for, any position, office, or employment with the County to influence or give money, service, or other valuable thing to aid, promote, or defeat any political committee, or to aid, promote, or defeat the nomination or election of any person to public office, or to aid, promote, or defeat any ballot measure. Department heads seeking election to office are admonished to refrain from attempting to influence County employees' political attitudes while those employees are engaged in their duties for the County.

No County officer or employee in the classified service in any department engaged in the administration of federal grant-in-aid programs shall (i) use their official authority or influence to interfere with or affect the results of an election or nomination; (ii) 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 (iii) if the employee's salary is paid entirely by federal funds, be a candidate for public office in a partisan election. Such prohibited political activity includes in substance the activities prohibited to state and local employees in federally aided agencies under the Federal Hatch Political Activities Act (5 U.S.C. §§1501-1508, as amended from time to time).

111. RESPECTFUL WORKPLACE. The County promotes and values a respectful work environment and expects that the business of the County will be carried out in the most efficient and courteous manner. ~~Therefore~~ Repeated and/or egregious disrespectful treatment of fellow employees which is both subjectively and objectively unwelcome and sufficiently severe or pervasive to alter the conditions of the employee's working environment so as to create or perpetuate an abusive working environment shall be reported to the Department or to the Human Resources Department as set forth below when personal conduct rises to a level which impairs the efficient and cost-effective operation of the County.

111.1 Complaints within a single Department, not involving the Appointed Department Head/Elected Department Head/ Member of the Board of Supervisors:

Conduct occurring within a department that is believed to rise to the level described in Rule 111 above, shall first be reported to the Appointed Department Head/Elected Department Head or his/her designee within 15 working days of