



DATE: December 3, 2013

TO: All Agency Heads
Deputy Commissioners
Chief Financial Officers
Human Resources Directors/Designees

FROM: Jim Schowalter, Commissioner 

SUBJECT: Revisions to Administrative Procedures 4.4 and 32

This memo is intended to notify you of revisions to two administrative procedures: Administrative Procedure 4.4, Special Expenses (AP 4.4); and Administrative Procedure 32, Political Activities of State Employees (AP 32). These revisions are effective today.

Revisions to AP 4.4 clarify the use of special expenses for employee recognition and appreciation events and refine the special expenses requirements related to registration and tuition fees for conferences, seminars and workshops. Other revisions clarify that special expense approval is not limited to employee reimbursement situations. Additionally, outdated references to the Department of Employee Relations/DOER have been removed and replaced with references to Minnesota Management & Budget/MMB.

Revisions to AP 32 have been prompted by recent amendments to the federal Hatch Act, 5 U.S.C. § 1501-1508. The Hatch Act sets certain restrictions on a state employee's ability to run for partisan political office and the recent amendments lessen these restrictions. Prior to this change, state and local government employees were prohibited from running for partisan office if they worked in connection with programs financed in whole or in part by federal loans or grants. With the change, the federal Hatch Act no longer prohibits state and local government employees from running for partisan office unless the employee's salary is paid for completely by federal loans or grants. Language in AP 32 has been revised to reflect this change. Updated contact information has also been provided for the Office of Special Counsel (OSC), the federal agency which administers the Hatch Act. Additionally, outdated references to the Department of Employee Relations/DOER have been removed and replaced with references to Minnesota Management & Budget/MMB, and statutory references have been updated.

MMB is in the process of updating online links and references to replace the now outdated versions of these administrative procedures. In the meantime, please refer to the attached revised versions of AP 4.4 and AP 32 and distribute these versions as appropriate within your agencies.