



# Civil Service Essentials - Key Concepts

## OBTAINING YOUR CHAIN OF COMMAND'S SUPPORT



## STATUTORY VS. DELEGATED AUTHORITY

### Statutory Authority

Given **by law** to your agency's appointing authority in certain delegated situations

### Delegated Authority

Given **by your agency's appointing authority** to make decisions in certain delegated situations

## SIGNATORY RIGHTS AND RESPONSIBILITIES

- Most documents that supervisors sign are official public documents.
- Signing a document a supervisor knows contains false information is a violation of Civil Service Rules and can lead to disciplinary and even legal action against the supervisor.

## POLITICAL ACTIVITIES

- Classified employees are prohibited from engaging in campaign activities. This includes national, state or local campaigns.
- Classified employees are prohibited from running for nomination or election for any public office .
- Support includes any type of financial support, donating time or effort, or wearing or displaying political buttons, posters, handouts, fliers, etc.
- Classified employees may not publicly endorse or disparage any political candidate or party.
- Classified employees may publicly support or oppose **issues**.