

ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE

M E M O R A N D U M

TO: Distribution

FROM: Charles L. Ryan, Director

DATE: April 29, 2011

SUBJECT: Director's Instruction # 303, State Employees Charitable Campaign

This Director's Instruction will be effective immediately and remain in effect until incorporated into an appropriate Department Order.

This Director's Instruction is intended to codify existing, long-standing practice, in compliance with State Policy Arizona Department of Administration (DOA) Rules and Executive Order. Consistent with Governor's Executive Order 2005-20, Arizona State Employees Charitable Campaign (S.E.C.C.) and the Arizona State Employees Charitable Campaign Policy, the Arizona Department of Corrections (ADC) supports this important opportunity for employees to discharge their civic responsibility for the benefit of our shared communities. As has been the case for many years, and as is the policy of the State of Arizona, ADC employees are permitted sufficient time during the work day to allow them to reasonably participate in and solicit for the S.E.C.C. and related charitable activities, such as the Law Enforcement Torch Run to benefit the Special Olympics.

- 1.0 Such S.E.C.C. related activities shall be:
 - 1.1 Entirely voluntary.
 - 1.2 During times scheduled by the Agency Campaign Coordinator and designees.
 - 1.3 Scheduled with advance notice and supervisory authorization.
 - 1.4 Minimize interruptions in the workplace by limiting the authorized campaign activities to those authorized by the Director and designees.
 - 1.5 Be compliant with Executive Order, DOA Rules and Arizona State Policy.

{Original Signature on File}