

REGULATIONS FOR CAMPAIGNS & POLITICAL ACTIVITIES

GENERAL PRINCIPLE: DO NOT USE CITY RESOURCES FOR POLITICAL CAMPAIGNS OR ACTIVITIES.

Although City Council Members and City employees are generally encouraged to express their opinions and participate in political campaigns, certain restrictions apply regarding political activities as City employees. Please see Chapter 350 of the Ordinance Code and Employee Services Directive – 0527 for details.

In simple terms, City officials and employees, including elected officials, may not use City resources for campaigning and political activities.

First, this means City officials employees may not engage in political activities while “on the clock.” If you wish to engage in political activities during work-hours, you must take leave that has been previously accumulated. These leave requests must follow the normal process.

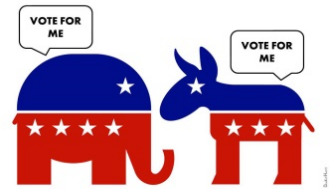
Second, City employees and officials may not use City resources to engage in political activities. This means employees and officials are not allowed to use City email addresses or phone lines for political activities, including campaigning. It also means that City supplies, including City issued uniforms, should not be used for political activities.

Third, political activities may not take place in City-owned buildings unless they are rented out specifically for that purpose. This means City officials and employees cannot solicit, give, or collect campaign contributions while inside a City owned building, display campaign materials in their office, or wear campaign gear while on duty or in a City-owned building.

In addition, supervisors cannot request staff members make campaign contributions (including time, money, and anything of value), give political support, vote for any public measure, or to take an active part in the management of a political campaign. Hiring managers also cannot take political affiliation into account when making hiring decisions.

Finally, while city resources should not be used for political activities, all employees have a right to vote and may take time to vote on Election Day in accordance with the applicable collective bargaining agreement or employment plan.

Penalties for noncompliance with restrictions on campaign and political activities can include civil penalties and/or disciplinary action in accordance with established disciplinary procedures.



HIGHLIGHTS

- DO NOT engage in political activities while “on the clock.”**
- Take APPROVED LEAVE in order to engage in political activities during your normal working hours.**
- DO NOT campaign inside City buildings.**
- DO NOT display campaign related materials in your office or in hallways.**
- DO NOT use your City email address or equipment to campaign.**
- DO NOT wear City ID or uniform to campaign events.**
- Please see Employee Services Directive – 0527 for more information.**