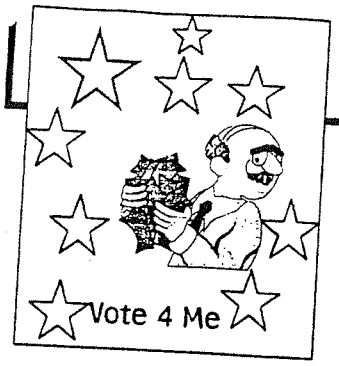
POLITICAL ACTIVITIES: DO'S AND DON'TS



Since 1999 is a municipal election year, it is important for all City employees and officers to be aware of the political activities in which they may, and may not, participate.

City Officers and Employees *may:*

- Endorse candidates, take a position on a ballot measure and perform volunteer campaign work, as long as these activities do not involve the use of City property, facilities, or equipment, and are not performed during hours the individual is paid to engage in City business. Paid campaign work during "non-City hours" may be permissible with prior written approval by the General Manager of the individual's agency.

- Use their own funds to make political contributions, subject to applicable laws.

- Solicit political contributions subject to the prohibitions summarized below. The City may not prohibit the solicitation of contributions to promote the passage or defeat of a ballot measure that would affect the rates of pay, hours of work, retirement, civil service or other working conditions. The City may, however, prohibit or limit such activity during working hours and in City offices.

City Officers and Employees *may not:*

- Use or authorize the use of City offices, stationery, telephones, vehicles, equipment or any other City property for any campaign activity, including fund raising for or against a candidate or ballot measure.

- Engage in fundraising or other campaign activities during hours in which they are paid by the City to engage in City business.

- Knowingly solicit contributions for or against a political candidate or ballot measure from any City officer or employee. This includes employees and officers who are on leave of absence. Soliciting the City employee's or officer's spouse is permissible so long as it is not subterfuge for soliciting the City employee.

- Receive, deliver, or attempt to deliver a political contribution in City Hall, any City office building or in any office for which the City pays the majority of the rent.

- Participate in political activities while in uniform.

In addition, City Commissioners and General Managers *may* not:

Solicit, direct or receive any contribution from any person who has a legislative or administrative matter pending before him or her, or from any person who has had such a matter pending during the preceding 12 months.