

Campaign Election/Nomination Guidelines**1.2.5****PURPOSE**

To provide guidelines for campaign activities for City employees to ensure that all parties understand appropriate campaign activities and to ensure that employee elections/nominations are conducted fairly and professionally.

SCOPE OF APPLICATION

These guidelines apply to elections for the employee-nominated positions on City commissions and/or boards and describe appropriate activities for:

- Candidates
- City employees
- Persons acting on behalf of nominees and candidates

Such employee-nominated elections include, but are not limited to:

- Civil Service Commission
- Police and Fire Retirement Board
- Federated Retirement Board
- Deferred Compensation Committee
- Union Elections

Although this policy does not apply to political campaigns, there are strict legal requirements regarding the use of public funds (including City time, equipment, material and premises) for political campaign activities or purposes. Questions regarding this should be referred to the City Attorney's Office.

DEFINITIONS

1. *City time* means the actual time during which a City employee is supposed to be performing City duties. City time excludes lunch time, vacation, holidays or other paid leave.
2. *City equipment* includes, but is not limited to: copying machines, telephones, facsimile machines, typewriters, computers, and motor vehicles (see City Policy Manual 1.6.2, Personal Use of City Equipment).
3. *City material* includes, but is not limited to: stationery, paper, envelopes, and postage.
4. *City premises* includes, but is not limited to: City offices, conference rooms, and working areas. City premises or facilities that are available for public use may be used for campaign activities on the same basis as the facilities are available to the public.
5. *Campaign activities or purposes* include, but is not limited to: (1) selling, purchasing, or distributing campaign fundraiser tickets; (2) conducting campaign meetings; (3) distributing campaign literature or materials; (4) soliciting campaign assistance, support, or contributions; or (5) producing campaign literature or materials.

Campaign Election/Nomination Guidelines**1.2.5****GENERAL POLICY**

The following is not permitted for an employee-nominated election:

1. Use of City time, equipment, material, or premises for campaign activities or purposes.
2. Use of City personnel during City working hours for the purpose of performing campaign tasks or activities.
3. Use of the City e-mail or website for campaign purposes (see City Policy Manual 1.7.1, Use of E-mail, Internet Services, and Other Electronic Media).
4. Use of or letting others use City resources, except generally available public facilities, to help a campaign.
5. Use of or letting others obtain lists of members from the City including mailing lists or labels of employees eligible to vote.
6. Use the seal on campaign stationery or on campaign literature, materials, or advertisements.
7. Use of City publications to disseminate campaign information.
8. Use of public funds to print and/or distribute campaign materials.
9. Use of special access privileges to disseminate information.

USE OF CITY PREMISES FOR ACTIVITIES

The use of City premises for activities relating to employee-nominated positions or campaigns is limited to the following:

1. Within Offices or Units: Employees shall be permitted to engage in non-disruptive oral discussions regarding elections or votes to the same extent discussion of other non-work related matters are permitted. Employees of one department may not campaign in non-public areas of other offices or departments.
2. Parking Lots and Structures: An off-duty employee is permitted to campaign, i.e. distribute leaflets, outside of City-owned parking lots and parking structures.
3. Public Facilities: Employee campaigns shall be allowed to use public meeting rooms to the same extent and in the same circumstances that non-employee organizations are allowed to use public meeting rooms.
4. Employee Bulletin Boards: An employee who is campaigning shall be permitted to post notices on any bulletin board designated for personal use by employees. However, the notice shall not be of a derogatory, inflammatory or discriminatory nature against any individual or Agency that may be a violation of the City's Discrimination and Harassment Policy (City Policy Manual 1.1.1).

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VIOLATIONS OF POLICY

Each officer and employee should review his or her Department's standards of conduct for any additional restrictions on campaign activities.

A violation of this policy by City employees may result in disciplinary action.

Approved:

/s/ Alex Gurza
Director of Employee Relations

June 12, 2008
Date