



Administrative Regulations Office of the Mayor

Title: POLITICAL ACTIVITY OR SOLICITATIONS ON CITY PREMISES

A.R. Number: 1.2 **Effective Date:** 2/1/2007 **Page:** 1 of 3

Supersedes: Use of City Funds for Political Activity **A.R.:** 1.2 **DATED:** 9/1/2000

I. POLICY

While our work place may provide an attractive forum for other activities, those activities other than those necessary for the performance of our specified job functions are considered to be disruptive. Solicitation of City employees and distribution of printed materials is prohibited by any non-employee or on behalf of any commercial or charitable organization on or in any working areas, without prior authorization by the Chief Administrative Officer (CAO).

City employees may not solicit other employees and may not distribute literature of any kind during work times except in connection with City approved or sponsored events. The postings of materials in common areas and in electronic format are strictly prohibited, unless approved in writing by the CAO. The prohibition includes: solicitation of City officers and employees for any unauthorized purpose, including but not limited to the sale or purchase of property, goods or services, contributions, membership, union, association or fraternal organizations dues check off, political contributions or support, distributing petitions. Any unauthorized electronic mail or phone mail distribution, materials/symbols of a perceived offensive or political nature and similar activities are prohibited.

The City encourages City employees to exercise their rights as citizens and to use the American democratic processes appropriately. However, as City employees, these rights must be exercised within the confines of certain regulations to ensure compliance with all Federal, State and other requirements regarding the use of public funds for political purposes. City employees are, hereby, prohibited from using funds, supplies or equipment of the City for political purposes or solicitation for activities or causes not related to their job.

Electioneering, actively working for the election of a candidate or party, in any City office, building or premises during working hours is prohibited by law. City Code §2-134. Willful or corrupt violation of this prohibition is a class 2 misdemeanor and a conviction for this offense shall result in immediate forfeiture of employment and make the employee ineligible for appointment to any position in City service for five (5) years.

II. PROCEDURE

- a. No group or individual will be permitted to distribute printed materials or actively solicit any City employee in any work place where an employee's performance might be impeded or present a danger to worker safety. Also prohibited is the solicitation of employees during their working time or during non-working time in areas where others who are working may be disrupted.



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- b. No group or individual will be permitted to display or post any materials on City property and in department's common areas. Employee's personal work area and personal vehicles on City premises shall not display any material that may be perceived as offensive to other employees and visitors, including but not limited to flags, posters, bumper stickers, etc. Work areas are City property and not the property of the employee, thus the City controls what is posted or stationed on City property. The determination of offensive nature shall be left to the discretion of the employee's supervisor. Whenever a supervisor is in doubt, consultation with the Department of Human Resources is strongly encouraged.
- c. Information regarding savings programs operated by the United States government, or by a recognized association of City employees such as a Credit Union and community-wide charitable organizations representing several agencies, may be distributed when authorized by the Chief Administrative Officer.
- d. Prohibited activities include, but are not necessarily limited to, soliciting votes for any candidate for any office or position; offering for sale any goods by or on behalf of a commercial organization; promoting or advancing the private business interest of any person, or corporation; distributing petitions; soliciting for charitable purposes; and distributing materials and soliciting of membership in any association or group. Authorization for any solicitation can only be granted by the Chief Administrative Officer.
- e. Any City employee who is solicited in violation of this administrative regulation, or offered written, printed or other material in violation of this administrative regulation should reject such efforts and report the matter to his immediate supervisor.
- f. Any supervisor or employee who learns of activities in violation of this administrative regulation should take such actions as are within his authority, including contacting the police to prevent continuation of such activities, and immediately notify his Agency Head.
- g. No persons shall be prohibited from exercising their First Amendment rights or other rights and privileges available to them under Federal or State constitutional or statutory provisions or City Personnel Rules.

III. RESPONSIBILITY

All officers, employees and representatives of the City are responsible for ensuring compliance with the Administrative Policy.



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IV. DEFINITIONS

Funds - Regardless of the originating source, all funds for which the City is held accountable (i.e. federal or state funds, private foundations, or locally generated City funds) shall be included for purposes of this Administrative Policy.

Electioneering – Actively working for the election of a candidate or party.

V. REGULATION UPDATE

The Office of the Mayor and the Department of Human Resources in conjunction with the Office of the City Attorney shall be responsible for modifications to this Policy.

APPROVED:

MAYOR