



# Employee Guide to Campaign and Political Activity at Work

To ensure fair elections and prevent the use of City resources for the benefit of candidates, City officials and employees are prohibited from engaging in campaign or political activities on City time or in City buildings. Use of City resources, including property, email addresses and phones, for campaign or political activities is also prohibited.

Below is a summary of the campaign and political activity restrictions for City employees.

## **1. Use of City Resources (any time)**

- ☐ Do not use City property or resources for political campaign activities. This includes, but is not limited to, computers, email addresses, Internet, City-issued cell phones, office phones, copy machines, or other office equipment

## **2. While on City time and/or at Work:**

- ☐ Do not participate in political campaign activities, including management of a campaign (does not apply to elected officials)
- ☐ Do not wear campaign buttons or attire
- ☐ Do not distribute campaign materials
- ☐ Do not solicit support or votes for any candidate, political party or public referendum
- ☐ Do not request anyone contribute time, money, or other thing of value to any candidate, political party or committee

## **3. While in a City/Independent Agency Owned Building or on City/Independent Agency Property:**

- ☐ Do not place or install political signs or advertisements on public property, including inside City offices or buildings
- ☐ Do not give, solicit, or accept campaign contributions (unless the City building was rented for campaign fundraiser)
- ☐ Do not engage in campaigning in buildings where City employees are working (does not apply to Senior Citizen Centers or rooms rented for campaign event)

## **4. While Wearing a City/Independent Agency Uniform:**

- ☐ Do not solicit support or votes for any candidate, political party or public referendum
- ☐ Do not request anyone contribute time, money, or other thing of value to any candidate, political party or committee

- ☐ Do not take part in management of political campaign activities
- ☐ Do not wear City uniform or ID to campaign events, even when off-duty

#### **5. While at a Public Meeting:**

- ☐ All persons (including elected officials, candidates and citizens) are prohibited from political campaigning. This includes announcing a candidacy or giving speeches during public meetings
- ☐ All persons (including elected officials, candidates and citizens) are prohibited from distributing campaign materials, such as ads, buttons, shirts, bumper stickers, or signs, during public meetings

#### **6. Federal Hatch Act Limitations**

Employees governed by the Federal Hatch Act (i.e. employees whose employment is in connection with an activity financed by the United States government) may not:

- ☐ Be candidates for public office in a partisan elections
- ☐ Use official authority or influence to interfere with or affect the results of an election
- ☐ Coerce, attempt to coerce, command, or advise a state or local officer or employee to contribute anything of value to a party, committee, organization, agency, or person for political purposes.

Please see [Hatch Act Overview \(osc.gov\)](https://osc.gov) for additional information

#### **Additional Considerations for Supervisors and Hiring Managers:**

- ☐ Do not solicit political opinions or affiliations during the hiring process.
- ☐ Do not ask civil service subordinates to contribute time, money, or other thing of value to any candidate or political party (authorized union activity is excluded)
- ☐ Do not ask civil service subordinates to support or vote for any candidate or political party or take part in political campaign activities (authorized union activity is excluded).

**Penalties for violating the campaigning at work restrictions** can include civil sanctions, criminal charges, and/or disciplinary actions in accordance with established disciplinary procedures.

**If you have any questions or concerns the Ethics Office is here to help. The Ethics Office can be reached on the Ethics Helpline at 904-630-1015 or by email to [ethics@coj.net](mailto:ethics@coj.net).**