



CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Subject:	Employee Political Activities
Resolution No.	
Issue Date:	April 2008
Revision Date:	September 10, 2009
Prepared By	Leslie Loomis, Human Resources Director
Approved By:	

EMPLOYEE POLITICAL ACTIVITIES

PURPOSE:

To provide employees with a clear understanding of what is and is not acceptable in terms of political activities and affiliations while employed by the City of San Rafael.

RESPONSIBILITY:

All regular City Employees

REFERENCES:

Labor Code 1102; Government Code Sections 3201-3209; City’s Personnel Rules 15.10

DEFINITIONS:

Political Activity is defined as any activity in support of, within or in opposition to a political party; any activity in support of or in opposition to a candidate before or during an election period; or seeking nomination as, or being a candidate in an election before or during the election period.

POLICY:

The City is a neutral body. To that end, no employee during working hours at the worksite can do anything that would indicate that the City favors or opposes one candidate or cause over another. The City prohibits employees and officials from:

1. Engaging in political activities during work hours;
2. Political campaigning in City buildings or on premises adjacent to City buildings; and
3. Using his or her office to coerce or intimidate public employees to promote, propose, oppose or contribute to any political cause or candidate.
4. Participation in political activities of any kind while in uniform;
5. Placing or distributing political communications on City property;
6. Using any City resources, including but not limited to stationary, computers, telephones to promote, oppose or contribute to any political cause or candidate;

Employee Political Activities Policy

7. Soliciting a political contribution from an officer or employee of the City, or from a person on a City employment list, with knowledge that the person from whom the contribution is solicited is a City officer or employee;
8. Favoring or discriminating against any employee because of political opinions or affiliations;
9. Interfering with any election; or
10. Attempting to trade job benefits for votes.

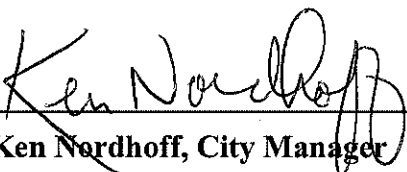
The following political activities are permitted. Employees may:

1. Express opinions on all political subjects or candidates;
2. Provide fair and impartial information regarding elections, ballot measures, etc. to the public;
3. Become a candidate for any local, state, or national election;
4. Contribute to political campaigns;
5. Join and participate in the activities of political organizations outside of work hours;
6. Request, during off-duty time, political contributions, through the mail or other means, from City officers or employees if the solicitation is part of a solicitation made to a significant segment of the public which may include City officers or employees;
7. Soliciting or receiving, during off-duty time, political funds or contributions to promote the passage or defeat of a ballot measure which would affect the rate of pay, hours of work, retirement, civil service, other working conditions or any other cause of City officers or employees.

Please note this policy applies to City volunteers when they are working at City facilities or on City-funded events, or under any other circumstances where the work they are doing is somehow supported by City funds.

Department Directors are responsible for enforcing this policy and City employees/volunteers are responsible for adhering to the policy.

APPROVED BY:



Ken Nordhoff, City Manager

9-10-2009

Date