**SECTION: GENERAL**

**POLICY:** Political Activity **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The City encourages employees to participate in lawful political activities. Participating in these activities must be conducted on the employee’s own time and should in no way imply the City’s support. Vacation leave may be requested to conduct such activities.

**DEFINITION:**

Political Activity is defined as an activity directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group.

**APPLICABILITY:**

This policy applies to all employees of the City.

**PROCEDURES:**

1. An employee may request vacation leave to conduct any political activities off-duty.
2. The following activities are prohibited from being performed while on-duty:
3. Demonstrating.
4. Counting or recounting votes.
5. Circulating petitions.
6. Soliciting votes or contributions at any time in any working area of a [Company Name] facility.
7. Conducting or participating in opinion polls.
8. Fundraising.
9. All other activities are not considered part of the employee’s normal duties.
10. Employees may not use the City’s equipment or resources for making, copying, or distributing political materials or messages.

1. Political messages that are inappropriate or offensive to co-workers are prohibited.
2. Harassment of co-workers, citizens, customers, or vendors regarding political preferences will not be tolerated.
3. Political views and opinions expressed on social media may not imply that the City supports those views/opinions.
4. Violations of this policy will be subject to discipline, up to and including termination of employment.