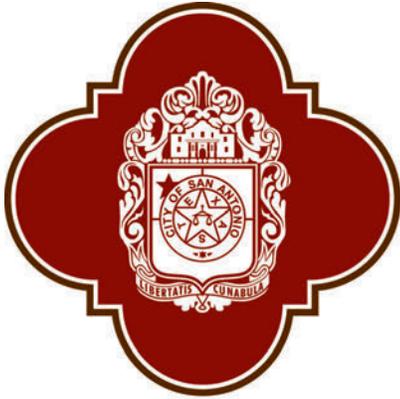


# CITY OF SAN ANTONIO



<b>Administrative Directive</b>	<b>AD 1.2 Political Activity</b>
<b>Procedural Guidelines</b>	Guidelines regarding allowable and prohibited political activities
<b>Department/Division</b>	Human Resources, Employee Relations
<b>Effective Date</b>	January 22, 2007
<b>Revisions Date(s)</b>	September 17, 2007; September 26, 2014
<b>Review Date</b>	N/A
<b>Project Manager</b>	Assistant HR Director, Employee Relations

## Purpose

The purpose of this administrative directive (AD) is to provide direction and guidance to all employees (other than uniformed employees governed by Chapter 143 of the Texas Local Government Code) regarding allowable and prohibited political activities. The principles underlying these regulations are the protection of employees from political pressure, to prohibit the use of public employees and City of San Antonio (City) resources for political purposes and to avoid any appearance of bias or favoritism in carrying out public policy. This directive explains permitted and prohibited activities and is based on the provisions of the City Charter, the Ethics Code, and the Municipal Civil Service Rules.

## Policy

The City encourages its employees to participate in the political process. However, limitations on political activities of City employees are established in the provisions of the City Charter, the Ethics Code, and the Municipal Civil Service Rules. It is the policy of the City that its employees comply with these provisions.

## Policy Applies To

<input type="checkbox"/> External & Internal Applicants	<input checked="" type="checkbox"/> Temporary Employees
<input checked="" type="checkbox"/> Full-Time Employees	<input type="checkbox"/> Volunteers
<input checked="" type="checkbox"/> Part-Time Employees	<input checked="" type="checkbox"/> Grant-Funded Employees
<input checked="" type="checkbox"/> Paid and Unpaid Interns	<input checked="" type="checkbox"/> Police and Fire Academy Trainees
<input type="checkbox"/> Uniformed Employees Under Collective Bargaining Agreements	

## Definitions

<b><u>City Resources</u></b>	Supplies, materials, and/or equipment owned by the City.
<b><u>City Time</u></b>	Period of time in which a City employee is on duty for the City.
<b><u>City Uniform</u></b>	Items of clothing purchased by the City or with a City provided allowance with the same design, material, and color provided to employees in the same position within their respective department.

## City Property

Facilities and other property owned or controlled by the City including:

- Buildings
- Parking lots and sidewalks
- City vehicles and private vehicles while used on City business
- Off-site training locations
- Other assigned work locations

This may also include locations in which the employee is representing the City (such as during conferences, workshops, or residential community meetings).

## **Policy Guidelines**

### Prohibitions

No employee shall be restrained in the exercise of rights as a citizen to express an opinion and to cast a vote. However, City employees must abide by the following restrictions on political activities.

1. No City employee shall take any part in the management or affairs of political campaign of any candidate for City office.

These restrictions do **not** apply to elections for county, state, national or other non-City offices. A City employee may contribute personal funds or time to non-City campaigns or engage in other political activity related to non-municipal elections so long as that employee does not engage in such activities during City duty time or using any *City resource*.

Taking part in the management or affairs of a political campaign includes:

- Serving as a campaign manager, or in an administrative or decision-making role in an election or campaign activity
- Directly or indirectly giving, receiving or soliciting any contribution for any City Council candidate or City election, including organizing, selling tickets to, or promoting a fund-raising event unless the employee is a candidate for a City office
- Block walking
- Distributing campaign literature
- Poll watching on behalf of a candidate
- Circulating petitions to support or oppose placement of a candidate on the ballot
- Leading, organizing or conducting political rallies or parades promoting or opposing a candidate
- Giving public speeches on behalf of or against a candidate
- Writing letters or articles for publication
- Endorsing or opposing a candidate in a political advertisement, a broadcast, campaign literature or similar material
- Driving voters to the polls on behalf of a candidate
- Other active forms of vote solicitation for or against a candidate.

Employees in the course of their duties for the City may provide factual information to members of the public regarding City elections.

2. Department Directors and assistant Directors should follow the International City/County Management Association (ICMA) guidelines on political activity set out in the ICMA Code of Ethics.
3. City employee organizations shall not be allowed to make any contribution to the campaign funds of any candidate for City office or take part in the management or affairs of a political campaign for City office, other than to express opinions, except as authorized by state law. Accordingly, City employees

cannot support or oppose a City Council candidate through activity connected with a City employee organization while on **City time** or **City property**.

4. Employees may not wear campaign buttons nor distribute campaign literature on **City time**, in a **City uniform** or on **City property**.
5. Employees may not display or fail to remove campaign materials on any City vehicle under his or her control.
6. Employees may not use, request, or permit the use of **City property**, **City resources**, **City personnel**, or **City time** for political purposes.
7. Employees may not use official authority or influence to coerce the political action of any person or body.
8. Employees shall not dismiss or cause to be dismissed, or threaten to dismiss, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of another employee in such service, because of political opinions or affiliations.
9. Employees may not persuade or attempt to persuade another employee to participate or refrain from participating in any political activity relating to a particular candidate or issue.
10. Employees may not accept anything of value for political activity relating to an item pending on the ballot, if he or she has participated in, or provided advice relating to, the development of the ballot item, except as provided by the City Ethics Code.

### **Permissible Activities**

The activities listed below are permitted for an employee on his/her personal time, but are not permitted while on **City time**, **City property**, or when wearing a **City uniform**, with the exception of voting, at which time an employee normally required to wear a **City uniform** may do so.

In connection with any election, including municipal elections, a City employee may:

- Vote
- Express personal political opinions on issues or candidates at a private or non-political public gathering, such as neighborhood association or service club meetings
- Sign petitions
- Display political pictures, stickers, badges, yard signs or buttons on personal time and property
- Accept employment as an election or polling judge with the county or federal election authorities

## **Roles & Responsibilities**

### **Employees**

1. Employees are required to adhere to this AD.
2. Employees are encouraged to report any issues and concerns to their manager and/or supervisor with regards to this AD.

<b><u>Departments</u></b>	<ol style="list-style-type: none"> <li>1. Department Directors will disseminate this AD to all employees within the department.</li> <li>2. Managers and supervisors are required to report all violations of this AD to the department Director and City Attorney’s Office. Notice shall also be sent to the department’s Human Resource Representative and City Manager’s Office.</li> </ol>
<b><u>City Attorney Office</u></b>	The City Attorney’s Office will provide consultation and interpretation of this AD.
<b><u>Human Resources</u></b>	<ol style="list-style-type: none"> <li>1. Human Resources will disseminate this AD with an acknowledgment form (Attachment A) at the time new employees are processed for employment.</li> <li>2. Departmental Human Resources Representatives will provide assistance with the documentation and disciplinary action of employees who violate this AD.</li> </ol>

**Procedures**

**Time Off to Vote**

An employee whose shift begins or ends within two (2) hours of polling locations opening or closing are not eligible for time off to vote. An employee whose shift does not allow two consecutive non-duty hours to vote while polling locations are open must request, and supervisors must grant, sufficient Personal or Annual Leave to allow the employee two consecutive non-duty hours to vote. The City encourages, but does not require, employees with unusual shifts that would not allow them to vote on Election Day to participate in early voting.

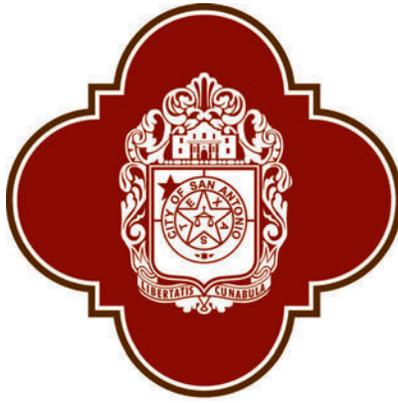
**Advisory Opinions**

Any City employee may request an advisory opinion from the City Attorney’s Office with respect to whether proposed action by that person would violate these restrictions. An employee may not request an advisory opinion regarding conduct of another person.

**Political Recommendations**

No recommendations for any applicant, competitor, or eligible person involving the disclosure of political opinions or affiliations shall be received, filed, or considered by the City’s Municipal Civil Service Commission, City Manager, or department Director.

This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the City Attorney’s Office.



**CITY OF SAN ANTONIO**

**EMPLOYEE ACKNOWLEDGMENT FORM  
FOR**

**ADMINISTRATIVE DIRECTIVE 1.2  
Political Activity**

**Employee:**

I acknowledge that on \_\_\_\_\_, 20\_\_\_\_, I received a copy of Administrative Directive 1.2, Political Activity, and was given the opportunity to ask questions or contact my Human Resources Representative.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee SAP ID Number

Attachment A  
Personnel File (original)