



## POLITICAL ACTIVITY

### I. PURPOSE

To maintain the City's high level of accountability and high standards of professionalism while respecting the value of each individual.

### II. SCOPE

This policy applies to all City employees.

### III. POLICY

#### A. Political Participation

1. No person or entity may coerce an employee to participate in, or to refrain from participating in, a political campaign.
2. No person or entity may coerce an employee to contribute to any political fund, render any political service, or support or oppose any political activity. No one may punish an employee in any way for refusing to support or oppose such political activities.
3. Employees of the City shall not use working time, City services, City materials, City equipment or the workplace for any political purpose, regardless of the candidate or issue. During working hours, City employees will not circulate or sign petitions or any political literature (including flyers, buttons or pins, etc.), solicit or receive donations, make speeches, write letters, make comments or perform any political activity which may be construed as giving departmental support, approval, or opposition to any candidate for public office or political actions.
4. No political activity shall be performed at any time while in City uniform or using City vehicles (not including the wearing of a uniform while on duty and exercising your right to vote).
5. The City encourages each employee who is eligible to vote to make a special effort to exercise this important privilege. However, employees may be allowed time off, with pay, by their supervisor to vote **only** if they



do not have sufficient time to vote outside working hours. Time off with pay for voting shall not exceed two (2) hours.

B. Candidates for Georgetown City Council

Any City employee who enters a race for Georgetown City Council will be placed on a leave of absence without pay pending the outcome of the election. The City reserves the right to fill the employee's position if deemed necessary. If the employee candidate loses the race, he/she may be reinstated to his/her previous position at the City's discretion.

C. Candidates for Political Office

A City employee choosing to seek any other political office shall report this information to his/her Division Director and to the City Manager prior to entering a race. The City Manager will review this activity to determine if potential conflicts of interests, the appearance of a conflict of interest, or other reasons exist that could require the employee to resign from City employment prior to or during the candidacy.