

**POLITICAL ACTIVITIES OF EMPLOYEES**

**A. Purpose and Scope**

To provide guidance and direction for all District personnel regarding employees engaging in political activities during work hours and on District premises.

**B. General**

1. The Governing Board respects the right of District employees to engage in political activities on their own time. When engaging in such activities, employees shall make it clear that they are acting as individuals and not as representatives of the District.
2. Like other citizens, employees may use school facilities for meetings under the Civic Center Act.
3. The Board believes that District employees have an obligation to prevent the improper use of school time, materials or facilities for political campaign purposes. Employees shall refrain from prohibited activities identified in administrative regulations.

**C. Forms Used and Additional References**

None

**D. Procedure**

Under no circumstances shall district employees:

1. Conduct political activities on school property during duty hours.
2. Solicit campaign support or contributions on school property during duty hours.
3. Use school equipment for the reproduction of campaign materials.
4. Post or distribute campaign materials on school property.
5. Disseminate campaign materials through the district mail service or place them in staff mailboxes.

**POLITICAL ACTIVITIES OF EMPLOYEES (Continued)**

6. Permit the use of students to write, address or distribute campaign materials.
7. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views.
8. Wear buttons or articles of clothing that express political opinions on ballot measures or candidates during school classroom periods.

Nothing in this regulation shall prevent the district from disseminating information regarding school tax and/or bond elections. (Education Code 35174)

**E. Reports Required**

None

**F. Record Retention**

None

**G. Responsible Administrative Unit**

Human Resources

**H. Approved By**

Associate Superintendent for Human Resources