

PROHIBITED ACTIVITY

Employees shall not engage in political activity of any kind during working hours or while conducting District business during what are normally non-working hours.

This includes, but is not limited to soliciting money, influence, service, or any other valuable thing to aid, promote, or defeat any political committee or the nomination or election of any person to public office.

Wearing or displaying of apparel, buttons, insignia, or other items which advocate for or against a political candidate or a political cause is also an example of prohibited political activity during work hours.

Furthermore, during working hours no employee shall attempt to coerce, command, or require a person holding or applying for any position, office, or employment, including a citizen requesting service supplied by the District, to influence or to give money, service, or other valuable thing to aid, promote, or defeat any political committee, or to aid, promote, or defeat the nomination or election of any person to public office.

Employees may not participate in any of the above-mentioned activities off duty while wearing a uniform, name tag, or any other item identifying them as a representative of the District.

Employees are expressly forbidden to use any District resources, including but not limited to: interoffice mail, e-mail, telephone, fax machines, the Internet, or copy machines to engage in any political activity outside the approved scope of the District's official duties.

Running for or Holding Political Office

While employees are encouraged to participate in the political process, they must understand the District also has an obligation to provide service to the public.

Employees who are seeking, or who have been elected or appointed to public office, shall not conduct any business related to these activities while on duty. This includes all the items listed in the previous section.

If there is a conflict with or the activities hinder the performance of the duties with the District, the employee will comply with one of the following (final approval is at the District's sole discretion):

- The employee will be expected to resign his/her position;
- The employee may apply and seek approval for use of accrued leave time; or
- The employee may request unpaid leave.

The maximum duration of paid or unpaid leave time approved will be twelve (12) months. The District's leave policies addressing continuation of health insurance, retirement benefits, accrual of additional leave time, and job and seniority status will be applied in this situation.

Policy #GBBK
Adopted 10/12/10