

Cathy Cox

From: Tracy Johnson
Sent: Monday, May 06, 2013 9:08 AM
To: Cathy Cox
Subject: FW: Guidelines for Employee Participation in Election Activities
Attachments: Employee Guidelines for Participation in Elections.doc

Hi, Cathy. Here is one Patrick sent out in October. Let me know if you need anything else.

From: Patrick Schmitt
Sent: Monday, October 15, 2012 3:41 PM
To: Patrick Schmitt; Tracy Johnson
Subject: Guidelines for Employee Participation in Election Activities

Colleagues,

As a friendly reminder, attached and below is a memo regarding guidelines for employee participation in election activities.

Thank you.

Patrick

To: All West Valley-Mission Community College District Employees
From: Patrick Schmitt, Chancellor
Subject: Guidelines for Employee Participation in Elections

In order to balance the rights of all employees to exercise citizenship with the need to avoid the misuse of District time and/or resources, please review the following guidelines which reflect generally accepted practices and protocols regarding employee participation in political activities:

EMPLOYEE ACTIVITIES: District employees may exercise all rights of citizenship, including campaigning for or against a candidate or ballot measure, on their own time, provided the following conditions are met:

- (a) Campaign activities may be undertaken only at times when the employee is not required to perform duties for the District. Distributing campaign materials while on duty as an employee of the District is inappropriate.
- (b) District resources may not be used to campaign for or against a candidate or issue. District resources include computers, copying equipment, telephones, mailboxes, e-mail, phone mail, faxes, staff time, etc.
- (c) Reasonable steps must be taken to clarify that the District employee is acting in an individual capacity and does not represent the District.
- (d) All other restrictions imposed by the Political Reform Act of 1976 and other provisions of law are followed.
- (e) All College and/or District regulations are respected.
- (f) A careful accounting of the time used in campaigning should be maintained so that there is no question of impropriety.

REMINDER: The primary purpose of the classroom is to cover an approved curriculum. Discretion is advised in discussing personal political opinions.

CANDIDATE ACTIVITIES: District employees, employee organizations, or student organizations may invite declared candidates for office to address groups or forums on campus provided the following conditions are met:

- (a) The presentation does not interfere with the educational programs or processes of the Colleges and/or District.
- (b) All candidates for a particular office should be offered the same opportunity to address groups on a campus, although not necessarily at the same time.
- (c) All candidates for a particular office should be offered the same opportunity to address the class, although not necessarily at the same time.

SUMMARY: Declared candidates for office and proponents or opponents of political issues and candidates who wish to speak or distribute materials on campus may do so provided all District and College regulations are respected. Candidates or proponents or opponents of specific issues may not use District resources as described above to prepare or distribute materials on campus.