

808.18 SUBJECT: PARTICIPATION IN POLITICAL CAMPAIGNS

:1 OBJECTIVE:

Provide a guideline to City employees participating in political campaigns for elective offices.

:2 AUTHORITY:

This policy amended by City Council September 15, 2003; amended City Council April 27, 2009.

:3 DIRECTION:

Human Resources Division Manager, as an appointed official, serves at the pleasure of Mayor, and receives direction through the Chief Administrative Officer (CAO) or designee.

:4 POLICY:

A. Definition

City property for the purposes of this procedure shall be defined as any City building or facility in which employees are engaged in work activities, or any City employee-parking area(s).

B. Florida State Statutes, Section 104.31, Subsection 3 reads:

“(3) Nothing contained in this section or in any county or municipal charter shall be deemed to prohibit any public employee from expressing his opinions on any candidate or issue or from participating in any political campaign during his off duty hours, so long as such activities are not in conflict with the provisions of subsection (1) or S.110.233.”

The provisions of the State Statute quoted above shall govern in these matters, and the City employees are directed to conform.

C. The following guidelines are provided to City employees participating in political campaigns.

1. Each City employee is encouraged to become fully informed on the issues of local, state and national political campaigns and/or the candidate's qualifications for the public office sought.
 2. Each employee, as an individual voter, is urged to vote in all elections.
 3. During a primary or general election, an employee who is registered to vote and whose hours of work do not allow sufficient time for voting shall be allowed necessary time off with pay for this purpose. Where the polls are open two (2) hours before *or* two (2) hours after the regular scheduled work period, it shall be considered sufficient time for voting.
 4. No City employee will participate in behalf of, or in opposition to, the campaign of any candidate during the particular employee's work hours.
 5. No City employee will campaign and/or wear or display any campaign material while on duty and will not display campaign material on or from his
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or her vehicle while on City property or business. Stickers actually on vehicles are accepted.

6. Any City employee may express an opinion on any candidate or issue or may participate in any political campaign during off duty hours, as long as such activity is not in conflict with any provision of Florida Statutes. Any City employee participating in a political campaign shall not do so while wearing a City uniform, City insignia or any apparel, which depicts the City seal, City department insignia or words indicating "City of Orlando." Use of City vehicles, equipment or other property while campaigning is strictly prohibited.
 7. Any employee receiving a request for information concerning City business, other than that usually and readily available to any citizen, from any candidate for public office, shall advise the candidate to submit the request in writing to the City Records Section, as a formal Public Records Request.
- D. Any employee found violating any applicable provision of the Florida Statutes shall be subject to disciplinary action by the City, including possible dismissal and, additionally, any penalty provided for violation of a State Statute.

Any violation of this policy shall be reported without undue delay to the Human Resources Division Manager or designee.

The Human Resources Division Manager or designee shall be responsible for initiating an investigation of an alleged violation and for submitting the findings to the Chief Administrative Officer or designee for appropriate action.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Florida Statutes, Sections 104.31 and 110.233; procedure adopted by City Council July 27, 1970, Item 42; amended August 12, 1974, Item 19; amended June 2, 1975, Item 40; amended May 16, 1977, Item 6; amended August 31, 1992, Item 4J; amended April 3, 2000, Item 2PPP; amended September 15, 2003; re-formatted April 2004; amended April 27, 2009, Item A-9.

:8 EFFECTIVE DATE:

This procedure effective April 27, 2009.