

DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL	
Personnel Directive	Subject: <u>POLITICAL ACTIVITIES OF CITY EMPLOYEES</u>
<i>ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES</i>	

PERSONNEL DIRECTIVE NO. 28

BACKGROUND

To safeguard public resources, ensure that the government remains nonpartisan and neutral in election matters, and protect City employees from pressure to support or oppose candidates or ballot measures, laws governing City officials' and employees' political activity have been established. References: "Ethics Handbook for Los Angeles City Officials", City Ethics Commission, April 2004 (referred to as "Handbook").

This Directive is intended to provide general guidance regarding the political activities of employees. Examples of permissible and prohibited activities include, but are not limited to, those identified below. Employees with questions regarding specific conduct or activities should contact the City Ethics Commission and City Attorney's Office.

City Officials and Employees may:

- Perform volunteer campaign work, endorse candidates, and take a position on a ballot measure, as long as these activities do not involve the use of City time, property, facilities, or equipment (see page 11 of handbook).
- Use their own funds to make political contributions, subject to applicable laws.
- Solicit political contributions from persons other than City officials and employees on behalf of candidates or ballot measures, so long as it does not involve the use of City time, property, facilities, or equipment (see page 11 of handbook).
- Use City resources to provide unbiased, balanced, and factual information about the purposes, provisions and estimated impact of bond issues and ballot measures.

City Officials and Employees may not:

- Use or authorize the use of City offices, stationary, telephones, vehicles, equipment or any other City property for any campaign activity, including fundraising for or against a candidate or ballot measure.
- Engage in fundraising or other campaign activities during hours for which they are paid by the City to engage in City business.
- Knowingly solicit contributions for or against a political candidate or ballot measure from any City official or employee. Soliciting a contribution from a spouse of a City officer or employee is permissible so long as it is not a subterfuge for soliciting the City employee.
- Receive, deliver or attempt to deliver a political contribution in City Hall, any City office building, or in any office for which the City pays the majority of the rent.

Additional Restrictions apply to Commissioners of the Board of Public Works (see page 3 of the Ethics Commission Newsletter, The Public Trust, Fall 2006)

Please contact the City Ethics Commission at (213) 978-1960 and City Attorney's Office at (213) 978-7100 for questions related to political activity by City employees.

References: "Ethics Handbook for Los Angeles City Officials," City Ethics Commission, July 2000.

City Ethics Commission Newsletter, The Public Trust, Fall 2006