



MEMORANDUM

TO: All City of Austin Employees

FROM: Mark Washington, Director, Human Resources Department (HRD)

DATE: July 23, 2014

SUBJECT: Personnel Policies – Political Activity

As we enter the upcoming election period, transitioning to the 10-1 City Council structure, I want to remind employees of the City's Personnel Policies on political activity. The City recognizes the importance of individual constitutional rights to engage in political activity and support of candidates. With this right in mind, the City also has an obligation to avoid perceived conflicts of interest in order to maintain the highest level of public trust. As a reminder and a guide, below is a summary of employee expectations.

The City's Personnel Policies on political activity states "third level supervisors and above in each department may not at any time participate in or contribute money, labor, time, or other valuable thing to any person campaigning for a position on the City Council of the City of Austin." They may participate in all other political activities in accordance with the above charter provisions. The intent of this policy is to ensure employees avoid any perceived conflict of interest.

In addition, the Policies state that employees "shall refrain from using their influence publicly in any way regarding any candidate for elective City office or regarding any election where an issue or proposal involves only City employees." Ways to avoid any possible conflicts are to ensure you do not take an active part in any person's political campaign while on duty or in uniform, or use City resources (phone, email, time, etc.) in support of any candidate. Supervisors, in particular, should avoid any communication that might be considered influencing or requiring anything of subordinates related to a political campaign.

For additional information, please refer to the City's Personnel Policies using the link below
<http://cityspace.ci.austin.tx.us/departments/hrm/policies-procedures/downloads/personnelpolicies.pdf>
or contact your immediate supervisor or Human Resources office.

CC: Marc A. Ott, City Manager
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