

## POLITICAL ACTIVITIES POLICY

All or part of the funds used to pay your salary have been provided through a contract with the City of San Antonio (City).

The City has the following policy prohibiting its funds to be used for the advancement of political activities:

1. No funds provided from or through the City shall be contributed or used to conduct political activities for the benefit of any candidate for elective public office, partisan or non-partisan, nor shall the personnel involved in the administration of the project provided for in this Contract be assigned to work for or on behalf of any partisan or non-partisan political activity.
2. No funds provided from or through the City may be used in any way to attempt to influence, in any manner, a member of Congress or any other State or local elected or appointed official.

The prohibitions include, but are not limited to, the following:

- (A) an activity to further the election or defeat of any candidate for public office or for any activity undertaken to influence the passage, defeat or final content of local, state or federal legislation;
- (B) working or directing other personnel to work on any political activity during time paid for with City funds, including, but not limited to activities such as taking part in voter registration drives, voter transportation activities, lobbying, collecting contributions, making speeches, assisting at meetings or rallies, or distributing political literature;
- (C) coercing personnel, whether directly or indirectly, to work on political activities on their personal time, including activities such as taking part in voter registration drives, voter transportation activities, lobbying, collecting contributions, making speeches, assisting at meetings or rallies, or distributing political literature; and
- (D) using facilities or equipment paid for, in whole or in part with City funds for political purposes including physical facilities such as office space, office equipment or supplies, such as telephones, computers, fax machines, during and after regular business hours.

Any staff person who has knowledge of violations or feels that he or she has been pressured to violate the above policies shall call and report the same to the City of San Antonio Department of Community Initiatives. City Contact Person is:

Name: Debbie Sittre, Sr. Management Analyst

Phone: (210) 207-8256

Each employee shall retain this policy for his/her records.

### **POLITICAL ACTIVITIES AGREEMENT**

I, \_\_\_\_\_ (printed name of employee) understand that as an employee of \_\_\_\_\_ (printed name of Contractor), whose wages are being funded in full or in part by the City of San Antonio, I may not work for or on behalf of any partisan or non-partisan political activity or candidate during paid working time. This includes;

1. Not working, or directing other staff to work on any political activities on City of San Antonio paid time;
2. Not using the facilities or equipment involved in the program or project which is the subject of this contract for political purposes, including space, office equipment, and telephones;
3. Not implicitly or explicitly coercing staff to work on political activities on their own time.

However, an employee may not be prohibited from exercising his or her right to express his or her opinion or to limit any individual's right to vote. Further, employees are not prohibited from participating in political activities on their own volition, if done during time not paid for with City funds.

By signing below, I verify that I have received a copy of the Political Activity Policy and understand and agree to comply with the Political Activity policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*This document is to be kept by the Contractor in the employee's personnel file for inspection by the City of San Antonio.