

	City of Cedar Park Human Resources Policy Manual		
	Political Activity		
	Number: G-3	Revision: 1	Effective Date: 5/10/2018

1.0 Policy

It is the policy of the City to encourage an employee to vote and to exercise other prerogatives of citizenship consistent with state and federal laws and these policies. A City employee shall not use City time, City property or his/her influence as a City employee to affect or engage in political activities.

2.0 Procedure/Rule

- 2.1 A City employee is able to engage in many political activities, as are other citizens. However, in accordance with federal, state and local laws, there are limitations, as set out in the City Charter Article XI, section 11.08, Texas Local Government Code Chapter 150, and the Hatch Act, 5 U.S.C. §§7321 et seq. as they may be amended.
- 2.2 An employee shall refrain from publicly using his/her position or influence to interfere with or affect the result of a Cedar Park City election.
- 2.3 No employee shall solicit or receive any contribution to the campaign funds of any candidate for the City Council or take part in the management affairs or political campaign of any such candidate, provided nothing herein shall infringe on the constitutional rights of such officer or employee to express his/her opinion and to cast his/her vote.
- 2.4 An employee shall refrain from all political activity during working hours. No employee shall imply that his/her political position reflects that of the City or any City representative.
- 2.5 The use of City property on behalf of any candidate for public office is expressly prohibited unless such use is public in nature and inclusive of all candidates (i.e. candidate’s forum).
- 2.6 Lobbying or Testifying at State Legislature. An employee shall give advance notice to his/her Department Head in the event he/she is appearing before a subcommittee of the State Legislature, so that the Department Head may be assured that the employee will not be testifying in his/her role as a City employee, or giving the appearance of City representation. An employee is prohibited from appearing before a

legislative subcommittee as a representative of the City without the approval of the City Manager, who may seek approval from the City's Legislative Committee.