

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

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| Subject: Political Activities | | Number: 22-12 |
| | | Effective Date: 10/17/2023 |
| Departments Affected: All | | Supersedes (Number/Date): |
| Authority: Section 2.82-A. Red Bluff City Code | File References: | |
| | Approved: Approved by City Council on: 10/17/2023 | |

Overview: To maintain a workplace that is free of political distraction, the City establishes the following guidelines regarding permitted political activities. Employees are encouraged to participate in political activities before the commencement of, or at the end of any standard or overtime hours, during lunch and/or breaks, or during paid/unpaid leave. This Personnel Rule does not apply to political activities related to employee unions.

Applicable to: All employees

Guidelines: For activities not listed, employees should consult the Human Resources Department for guidance.

Permitted Activities

An employer cannot lawfully prohibit workplace conversations about political subjects unless it similarly prohibits all other non-work-related conversations (what they did over the weekend, TV shows they watch, etc.). The law also allows employees to discuss employment-related issues while at work. Because a campaign may determine who will run specific departments, conversations about a campaign could be considered employment related.

Employees may wear campaign buttons or other campaign attire, provided they do not have direct contact with the public or clientele they manage or serve. Employees may display political messages such as bumper stickers on their private vehicles, which may be parked on City property. Employees may attend political rallies on their own time.

Prohibited Activities

The following activities are prohibited in all City workplaces, including working in the field or attending meetings on behalf of the City:

- Soliciting campaign contributions.
- Debates about candidates.
- Circulating petitions.
- Distributing campaign materials.

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- Displaying campaign materials (other than as described in Permitted Activities above).
- Working on campaigns during work time or in work areas.
- Using City resources for a campaign.
- Disrupting operations or productivity.

Maintain a Culture of Respect

It is every employee's responsibility to maintain a culture of respect throughout the political process. While employees may have strong, opposing political views, the City will not tolerate discrimination, harassment, or retaliation. Employees should be considerate of coworkers, the public, and clients.

Time Off for Voting

Employees are eligible for paid time off for the purpose of voting only if they do not have sufficient time outside of work hours to vote. If an employee is scheduled to be at work during election day during the time that polls are open, they are allowed to take up to two hours off to vote, without loss of pay or accrued leave. Additional time may be granted, but a maximum of two hours will be paid. The time off must be at the beginning or end of the regular work shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless another arrangement is made with the supervisor. If an employee needs time off for voting, they must provide their supervisor with two days' notice.