

CAMPAIGN “DO’s” AND “DON’T’s”

**Employee Rights and Responsibilities for Compliance
With the Colorado Fair Campaign Practices Act**

We remind all employees that District resources, including copiers, fax machines, and e-mail, are not to be used to urge a vote for or against any candidate, or group of candidates, or **ballot issue**. You should not include any information in your publications or material sent to parents urging people to support candidates or ballot issues. If there are any questions about what can and cannot go home in newsletters or be sent home with students, please check with the Communications Office at 303.387.0033.

The Fair Campaign Practices Act outlines what activities District employees are permitted or not permitted to engage in during a campaign. The following constitute guidelines for employee compliance with the Act.

ACTIVITY	PERMITTED	NOT PERMITTED
<p>PHONE CALLS & E- MAIL</p>	<p>1. Employees are allowed to give <u>undisputed factual responses</u> about a campaign issue through the use of school phones or computers in response to unsolicited telephone or e-mail inquiries.</p> <p>2. Employees may make phone calls or send e-mails stating their position with respect to a candidate or ballot issue on their own time and on their own personal phone and/or computer.</p>	<p>Employees cannot work to promote or defeat a candidate or ballot issue during work time or while using District phones and/or e-mail accounts.</p>
<p>TALKING TO PARENTS</p>	<p>1. During the work day employees are allowed to respond to unsolicited questions with <u>strictly factual answers</u> regarding a campaign issue. Such conclusions must not contain partial conclusions or otherwise tend to urge a particular vote.</p> <p>2. Presentations which express a position on a campaign issue or candidate may be made outside of employee work hours.</p>	<p>During work time, employees cannot work to promote or defeat a candidate or ballot issue. “Work hours” include all times employees are on duty during regular work hours or in attendance as a work requirement beyond regular work hours.</p>
<p>DISTRICT or SCHOOL MATERIALS & EQUIPMENT</p>	<p>District staff can use paper, copy machines, computers, etc. to respond factually as per talking to staff and parents outlined above.</p>	<p>District materials and equipment cannot be used under any circumstance to prepare post, sort or distribute any materials or information expressing a position concerning an election. This includes the use of paper, copy machines, typewriters, telephones, bulk mailing permits, computers, websites, e-mails, etc.</p>

ACTIVITY	PERMITTED	NOT PERMITTED
<p align="center">SCHOOL FACILITIES</p>	<p>1. School facilities may be used by organizations, groups or committees to present information and/or literature in accordance with the District's Community Use policies.</p> <p>2. If a PTO or other school related organization is going to use school facilities for a meeting in which an election is going to be discussed, the District's nonprofit rental fee should be paid for that meeting to avoid any conflict with the Act.</p>	<p>Individuals, groups or organizations that advocate social or political change by use of violence will be denied the use of facilities.</p>
<p align="center">WEARING BUTTONS, POSTING CAMPAIGN LITERATURE, ETC</p>	<p>1. Employees may display campaign bumper stickers on their cars.</p> <p>2. Employees and employee organizations may distribute materials on their own time to promote or defeat a candidate or ballot issue off school grounds and outside of school hours, as long as the distribution is not done in connection with any school activity.</p>	<p>1. Employees should not wear, display or distribute campaign materials at the work site.</p> <p>2. Campaign information shall not be included in school newsletters or any information sent home to parents.</p>
<p align="center">INTERACTING WITH STUDENTS</p>		<p>1. While on duty, employees shall not take any stand on a candidate or ballot issue with students. Employees shall not distribute to students during work time any materials which express a position on election issues.</p> <p>2. Employees shall not enlist the services of students, either during school time or outside school hours, to work on any campaign. (Pro and con organizations may enlist student help.)</p>
<p align="center">VOTING</p>	<p>Employees may encourage citizens to register to vote and give them information on registration, absentee voting, and polling locations</p>	
<p align="center">CAMPAIGN CONTRIBUTIONS</p>	<p>1. Employees may make personal contributions to any candidate or organization supporting a ballot issue, as long as it is on personal time.</p> <p>2, Employees should keep records substantiating that any time spent on campaigning for the election issue was on personal or unpaid time, time outside of working hours, compensatory time or vacation time.</p>	<p>Employees may not solicit or accept cash or other campaign contributions during work time.</p>

ACTIVITY	PERMITTED	NOT PERMITTED
PUBLIC RECORDS ACT & SCHOOL DIRECTORIES	Employees should respond to Public Records Act requests from candidates or election organizations in the same manner they would respond to such a request from a member of the public at large. All record requests must go through Communication.	Employees must not release student or employee names, addresses, or telephone numbers unless such information is contained in a directory otherwise available to the public.
PERSONAL OPINIONS	Members of the governing board of a Government, such as a school board, and other elected officials may publicly voice their personal opinion about an issue. However, in expressing their personal opinions, officials and employees may not use Government money or resources and must do all campaigning on personal time.	
RESOLUTIONS	<p>The governing body of a Government is authorized to formally take a position with respect to an election by passing a resolution urging citizens to vote for or against the question.</p> <p>Passage of such a resolution may be reported or distributed through the established, customary means used to inform the public of its proceedings, i.e. a newsletter.</p>	

Douglas County Schools Communication Office – 303.387.0033

Note: After a governing body has called for an election to place a question on the ballot, public monies and resources may not be used to pay for fliers and visual aids that support the question.