



Political Campaigning and Holding Public Office Policy

Policy No. B-16¹

The Scope of this policy includes the following individuals:²

- ✓ Employees (including Appointed Officials, Probationary Employees, Full-Time At-Will Employees, Part-Time Employees, Temporary Employees, Civil Service Employees, Teamsters Employees, HPOA, HPSA, and IAFF Employees)
- ✓ Volunteers

I. PURPOSE

To outline the approved practices related to political campaigns and activities while holding public office.

II. POLICY APPLICATION

Employees must comply with all provisions of the Nevada Revised Statutes concerning engaging in political campaigns and holding public office. This policy is intended to supplement all statutory and regulatory provisions.

A. Political Campaigns

Employees are prohibited from engaging in any political campaigning while on the job. Employees are prohibited from campaigning while wearing a City Uniform, regardless of whether they are on or off duty. This includes actions such as distribution of political brochures or posters and displaying any political endorsements such as buttons or pins.

Employees are prohibited from incurring any expenses or making any expenditure on behalf of the City to a candidate. Employees (including candidates) are prohibited from

¹ This policy is not to be construed as a contract or an implied contract concerning any employment-related decision or term or condition of employment. The City reserves the right to revise, delete or add to any and all policies, procedures, work rules or benefits stated in this policy at its sole discretion. See Introduction, Administrative Policy No. A-01.

² The relevant definitions for the individuals identified in the Scope of this policy are defined in Introduction, Administrative Policy No. A-01.

utilizing any City equipment (i.e., copy, fax machines, City email, telephones, vehicles, etc.) or stationery to assist in a political campaign. Employees are also prohibited from representing or implying that the City is endorsing them.

B. Political Office

Employees who are elected to political office shall not conduct the business of that office while on duty for the City. If it is necessary to conduct the business of the elected position during the employee's regular work hours, the employee must utilize Paid Time Off or Vacation Leave to conduct the business of his/her office with the approval of his/her department director; or in the case of a department director, with the approval of an Assistant City Manager or the City Manager. Employees may not use Sick Leave to conduct the business of their elected office. If an employee has exhausted his/her Paid Time Off or Vacation Leave, then he/she must apply for Leave Without Pay pursuant to the City's Leave and Holiday Policy, Administrative Policy No C-04.

Employees are prohibited from utilizing any City equipment or facilities to conduct the duties of their office or otherwise cause the City of Henderson to incur any expenses or make any expenditure on behalf of their office.