

Guidelines from the Public Disclosure Commission
<http://www.pdc.wa.gov>

The district is not allowed to “campaign” for or against public elections, but can provide factual information. We are doing this through our Website, community presentations, and mailing of a “Voter Fact Sheet.”

Employee participation in election campaigns organized by local citizens is entirely voluntary. Whether you choose to participate or not, **it is very important that all district employees follow the guidelines shown below.** Note that work hours for teaching staff include the 30 minutes before and after school.

Employees may:

- Speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours.
- Use equipment or supplies owned by the district only to make an objective and fair presentation of facts at community forums and clubs.
- Inform fellow employees during non-work hours of opportunities to participate in campaign activities.
- Engage in campaign activities on their own time, during non-work hours and without using public resources.
- Respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.
- Wear campaign buttons or similar items while on the job if the district’s policy generally allows employees to wear political buttons. (Ours allows this.)
- During non-work hours, make available campaign materials to employees in lunchrooms and break rooms, which are used only by staff or other authorized individuals. (Coupeville’s Board procedure states: Campaign materials may be made available only to employees in lunchrooms or break rooms and only during non-work hours; such materials may not be left in lunchrooms, break rooms, or other district facilities.)
- Place window signs or bumper stickers on their cars, even if those cars are parked on school property during work hours.
- Encourage staff and members of the public to vote as long as such encouragement routinely occurs for other elections.

Employees may not:

- Use work hours or public resources to promote or oppose a candidate or ballot measure (such as gathering signatures, distributing campaign materials, arranging speaking engagements, coordinating phone banks, waiving “vote yes” signs in a public location, or fundraising).
- Pressure or coerce other employees to participate in campaign activities.
- Use public resources to organize the distribution of campaign materials.
- Use public resources – including internal mail systems, voicemail, email, copiers, telephones – to support or oppose a ballot measure, whether during or outside of work hours.

Union representatives may:

- During non-work hours, make available campaign materials to union members in lunchrooms and break rooms, which are used only by staff or other authorized individuals.
- Distribute campaign materials at union-sponsored meetings.
- Post campaign materials on a bulletin board, if such a board is in an area that is not accessible to the general public and if such activity is consistent with the district's policy and the collective bargaining agreements.

Union representatives may not:

- Use the school's internal mail or email system to communicate campaign-related information, including endorsements.
- Distribute promotional materials in classrooms or other public areas.