

EMPLOYEE STANDARDS OF CONDUCT  
SCHOOL DISTRICT ELECTIONS

DHA  
(REGULATION)

GENERAL  
INFORMATION

District resources may be used to provide factual information regarding a tax rate, bond issue, or other election. Employees may provide information about an election, but no District resources may be spent to **campaign for** an election.

POLITICAL ACTIVITY  
REGARDING SCHOOL  
DISTRICT ELECTIONS

District employees are not to participate in any organized campaigning for or against any school board proposition (tax rate, bond issue, etc.) or for or against any candidate for the Board of Trustees on school grounds and during working hours. Employees may express their opinions (right of free speech or expression guaranteed by the constitutions of the United States and the state of Texas) during their lunch time and/or breaks [See DG Legal]; however, no campaign literature may be distributed on school grounds at any time.

VIOLATIONS OF  
STANDARDS OF  
CONDUCT

Employees shall comply with the standards of conduct set out in this regulation and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, which may include termination of employment.

INAPPROPRIATE  
ACTIVITIES DURING A  
SCHOOL DISTRICT  
ELECTION

Before and during a school district election, all employees are reminded that the following activities are prohibited:

1. Campaigning during the work day on school property.
2. Use of District resources, materials or equipment, such as copy machines and paper, for political purposes.
3. Use of internal school mail, e-mail, mailboxes, telephones, fax machines, or school bulletin boards. These may not be used for the distribution of materials that are not related to school business [See CPAB Local].
4. Allowing parents or other non-school employees and organizations the use of internal school mail, e-mail, mailboxes, telephones, fax machines, or school bulletin boards.
5. Display or use of campaign buttons, hats, shirts, or

- other clothing items related to a campaign, during working hours.
6. Display of campaign materials at the work site, with the exception of bumper stickers affixed to the employee's personal vehicle.
  7. Advising others how to vote.

Employees wishing, as community members, to express their opinions, concerns, complaints, or criticism of any election proposition or school board candidate to the news media must do so on their personal time and away from any school district property. No employee shall attempt to influence students regarding an election or attempt to use students for any purpose in conjunction with the election during school hours. Any communication with students regarding the election or election process is prohibited, except that the election process may be discussed in class as it relates to the democratic process in conjunction with class subject matter or to conduct a student led candidate forum.

Employees wishing to request time off to campaign on election day must do so in advance and with prior approval from their immediate supervisor provided that the absence does not disrupt the educational process or regular work duties. This absence must be recorded as a non-duty or personal day [See DEC Legal and Local].

#### ALLOWABLE ACTIVITIES

Before and during a school district election, all employees are reminded that the following activities are allowable:

1. Providing the public information about the District proposes to use the revenue from a tax rate or bond election and about how the tax rates will be affected by the passage of a tax rate or bond election.
2. Encouraging voters to participate in the election.
3. Using school facilities to provide information on the election, such as for a candidate forum where all may express their views.
4. Meeting with faculty and staff to explain the facts regarding the election and to explain the law, policy, and regulation regarding employees' rights in an election.
5. Distributing District created newsletters, brochures, and other printed information with the pertinent, factual information about the election to faculty and staff.
6. Allowing parent organizations, political action

committees or other volunteer members of the community to campaign in the community.

7. Sending home information in newsletters and brochures with factual descriptions regarding the election.
8. Voicing personal opinions, but only as a citizen, not on school time and not in any official capacity as an employee.

#### APPLICABILITY

This regulation is applicable to all District employees in regards to school district elections only. Any questions regarding what is permissible on District premises should be directed to the Public Information Officer. Employees should adhere to the appropriate rules for campaigning for any local, state, or national election as set forth by the election code(s) and/or each respective governing entity.