



Election Guidelines for Staff Campaign Do's and Don'ts

The Board of Education recognizes the right of employees, as citizens, to engage in political activity. The Board also recognizes that employees should not engage in political activities (promoting, advocating or opposing any specific issue or candidate) during work time, nor should school property be used for political activities during the regular school day.

The District reminds all employees that District resources, including, but not limited to paper, copiers, fax machines, telephones, computers, bulk mailing permits, and the Raymore-Peculiar email system, are not to be used to urge a vote for or against any candidate, group of candidates, or ballot issue.

You should not include any information in your publications or materials sent to parents urging people to support or oppose candidates or ballot issues. Questions about what can and cannot be included should be directed to Michele Stidham, Communication Director, at michele.stidham@raypec.org or 816-892-1314.

These are summary guidelines. As used here, "work hours" include all times employees are on duty during regular hours or in attendance as a work requirement beyond regular work hours.

ACTIVITY	PERMITTED	NOT PERMITTED
Phone calls, email	<p>During work hours, employees may provide factual responses about a campaign issue on District telephones or email in response to unsolicited inquires.</p> <p>Employees may provide factual information about the election anytime, anywhere to employees, parents, and patrons.</p> <p>Employees may state their position with respect to a candidate or ballot issue on their own time and on their personal phone/email.</p>	<p>During work time, employees CANNOT work to promote or defeat a candidate or ballot issue using district resources, including telephones, equipment, computers, Chromebooks, iPads, etc.</p> <p>Staff cannot use their personal devices when logged into district internet to support or oppose an election issue or candidate.</p>
Talking to parents	<p>During the work day, employees may advise parents of the voting date, encourage voter registration, and urge people to vote.</p> <p>Presentations expressing 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.</p>
School devices		<p>Staff cannot use their school devices (telephones, computers, iPads, etc.) at home to support or oppose an election issue or candidate.</p>

Announcements, marquee signs, email, and other communication methods	Employees may say "Vote on April 3"	Employees may not say "Vote YES" or "Vote NO" or encourage a position on anything related to an election issue (candidate, ballot issue, bond issue, levy issue) using any school resource.
Social media	<p>Employees may share information (not advocacy) on social media at any time. This includes information shared on the district's Facebook and Twitter accounts.</p> <p>Staff may advocate for the issue outside of the workday if their social media accounts are personal accounts (under their name rather than a school or program name.)</p>	<p>Official school accounts cannot be used to advocate for a campaign issue or candidate.</p> <p>During work time, employees cannot work to promote or defeat a candidate or ballot issue using a personal account or district resources.</p> <p>Employees with a personal account that identifies with their employment positions or is used to promote a school or district program or team shall not advocate for or against a candidate or ballot issue.</p>
Rapid notification systems	The District's rapid notification systems (email, School Messenger, Textcaster, Remind 101, etc.) may be used to remind patrons to vote in an upcoming election.	The District's rapid notification systems may not be used to share a message encouraging a particular position related to an election.
Working at the polls, mailings	Outside of work hours, staff may work at the polls, distribute campaign literature, seek donations, telephone prospective voters, and assist with mailings, etc. - if not using District resources.	No electioneering of any kind can occur on district property on election days.
Campaign signs	Employees may display political signage in or on personal vehicles and property.	
Fliers	<p>Employees and employee organizations may distribute materials on their own time to support or oppose a candidate or ballot issue.</p> <p>Employees may produce and disseminate informational material approved by the Administrative Services Center to employees and patrons about the election.</p>	Campaign information that advocates for or against a candidate or ballot issue may not be included in school newsletters or any information sent home with parents. This includes newsletters or information not prepared by the staff member, but given to the staff member to hand out.
Campaign contributions	Employees may make personal contributions to any candidate or organization supporting a ballot issue.	Employees may not solicit or accept cash or other campaign contributions during work hours.