



Discover a World of Opportunity™

To: ALL EMPLOYEES
From: DPS OFFICE OF GENERAL COUNSEL
Date: SEPTEMBER 10, 2019
Subject: RULES FOR PUBLIC EMPLOYEES RELATED TO ELECTIONS

This guide is for district employees to help understand how they can be involved in political campaigns for the upcoming election. Colorado's Fair Campaign Practices Act ("the FCPA") prohibits public employees from certain activities in connection with ***candidates and ballot issue campaigns***. In order to make sure we are all following this law, please review the requirements below. This is particularly relevant this year with an election for DPS Board Members as well as Colorado Proposition CC, Retain Revenue for Transportation and Education TABOR Measure.

*School District Employees **can** contribute their personal funds and services and can voice their own opinions on issues/candidates during their personal time.* For example, **outside of work and during your personal time**, employees **can**:

1. Canvas and knock on doors.
2. Attend and advocate at rallies and marches.
3. Share information on your personal social media.
4. Write letters to your local newspapers and online media.
5. Fundraise for campaigns and contribute to campaigns.

*School District Employees **may during work time**:*

1. Respond to unsolicited questions regarding candidates or a ballot issue. The answer should give facts, if they are available, not opinion or speculation, and should not urge a particular vote.
2. With the consent of your school leader, host a forum to allow students to hear from candidates or ballot initiative proponents and opponents. If you choose to do so, you must ensure that all candidates are invited and that all are given an equal opportunity to present their views.

*School District Employees **cannot**:*

1. Use or expend district funds or supplies to support or oppose any ballot issue or candidate.
2. Grant an employee leave from his or her job or office with the district, with pay, to work on a campaign.
3. Send campaign materials home with students or ask students to work on a campaign to support or oppose a ballot issue or candidate.
4. Allow or direct employees to assist directly or indirectly on a campaign during working hours. Work time includes any time that the employee is performing a duty at the office, a school, school activity (e.g. football game, parent night), etc.
5. Use school printing and copying facilities, email, school mailboxes, telephones, bulk-mailing permits, or other district equipment or resources to advocate in favor of or against a ballot issue or candidate.
6. Use district websites or social media sites such as a school's Facebook page to support or oppose a

- ballot issue or candidate, publish candidate or ballot measure campaign materials, or link to candidate or campaign-sponsored websites.
7. Provide transportation or advertising that utilizes public property or funds for the purpose of influencing, directly or indirectly, the passage or defeat of a ballot issue or candidate.
 8. Collect money from colleagues at work in support of a candidate or ballot issue.
 9. Distribute campaign literature at the office, a school, on school grounds or at school-sponsored activities or events.
 10. Permit students, employees, parents, or parent-school entities to distribute campaign materials or engage in campaign activities during the course of the regular school day within the school building or at school-sponsored activities.
 11. Wear t-shirts, campaign buttons, or display other such campaign materials on school grounds during the course of the school day or at school-sponsored activities.

If you are looking to rent or reserve a district facility for any campaign or ballot-related events, please review requirements on the [Community Use page](#).

Please also remember that under Board Policy [EGAEA](#) and Regulation [EGAEA-R1](#), the district e-mail system is for educational and job-related communications and spamming or sending unsolicited emails that are unrelated to district business is not permitted.

Questions about these guidelines may be directed to the General Counsel's Office at (720) 423-3393 or electronically to Michelle_Berge@dpsk12.org.

Thank you for helping us follow the Fair Campaign Practices Act!