



POLICY AND PROCEDURE

SUBJECT:

PARTICIPATION IN POLITICAL CAMPAIGNS

EFFECTIVE DATE: APRIL 26, 2023

NUMBER: HR 23-05

1.0 PURPOSE

The purpose of this Policy is to establish guidelines for the City of Riviera Beach and Community Redevelopment Agency (CRA) (collectively referred to as the "City") employees' participation in political elections.

2.0 APPLICABILITY

This Policy applies to all City employees.

3.0 POLICY STATEMENT

The City is committed to the free and open expression of ideas, with the commitment to free expression applying equal force in the context of electoral politics. The City encourages members of the community, citizens, and employees to participate, in their personal capacities, and in politics at all levels.

The City's expectation is for all employees who choose to participate in political activities, to conduct themselves in a manner in accordance with the Florida State Statutes and City policy.

4.0 PROCEDURE

4.1 City property for purposes of this procedure shall be defined as any City building or facility, email/social media in which employees are engaged in work activities, or any City parking area(s).

4.2 Florida State Statutes, Section 104.31, Subsection 4 reads:

"(4) Nothing contained in this section or in any county or municipal charter shall be deemed to prohibit any public employee from expressing his or her opinions on any candidate or issue or from participating in any political campaign during the employee's off-duty hours, so long as such activities are not in conflict with the provisions of subsection (1) or s. 110.233.

The provisions of the Florida Statute quoted above shall govern in these matters, and City employees are directed to conform.

4.3 The following guidelines are provided to City employees participating in political campaigns.

4.3.1 City employees are encouraged to become fully informed on the issues of local, state, and national political campaigns and/or the candidate's qualifications for the public office sought.

- 4.3.2 Employee, as a private citizen, is urged to vote in all elections.
 - 4.3.3 During a primary or general election, an employee who is registered to vote and whose hours of work do not allow sufficient time for voting shall be allowed necessary time off with pay for this purpose. Where the polls are open two (2) hours before *or* two (2) hours after the regularly scheduled work period, it shall be considered sufficient time for voting.
 - 4.3.4 No City employee will participate on behalf of, or in opposition to, the campaign of any candidate during the particular employee's work hours.
 - 4.3.5 No City employee will campaign and/or wear/display any campaign material while on duty and will not display campaign material on or from his or her vehicle while on City property or business. Stickers on personal vehicles are accepted.
 - 4.3.6 Any City employee may express an opinion on any candidate or issue or may participate in any political campaign during off-duty hours, as long as such activity is not in conflict with any provision of Florida Statutes. Any City employee participating in a political campaign shall not do so while wearing a City uniform, City insignia, or any apparel, which depicts the City seal, City department insignia, or words indicating "City of Riviera Beach." Use of City vehicles, equipment, or other property, City email, or social media, while campaigning is strictly prohibited.
 - 4.3.7 Any employee receiving a request for information concerning City business, other than that usually and readily available to any citizen, from any candidate for public office, shall advise the candidate to submit the request to the City Clerk's Office, as a formal Public Records Request.
- 4.4** Any employee found violating any applicable provision of the Florida Statutes shall be subject to disciplinary action by the City, including possible dismissal and, additionally, any penalty provided for violation of a State Statute.

Any violation of this Policy shall be reported without undue delay to the Human Resources Director or designee.

The Human Resources Director or designee shall be responsible for initiating an investigation of an alleged violation and for submitting the findings to the City Manager or designee for appropriate action.

5.0 APPLICATION WITH OTHER LAWS AND CITY AND CRA POLICIES

This Policy shall be applied consistently with the provisions of all state, federal and local law and ordinances regarding discrimination and harassment.

6.0 AUTHORITY OF THE CITY MANAGER

The City Manager or designee shall have the authority to amend this Policy as necessary to ensure the continued operations of municipal services and benefit the best interests of the City.

Department Sponsor:
HUMAN RESOURCES DEPARTMENT

Policy Review Date:
JULY 1, 2025

References: Florida State Statue 104.31

Departments affected:
ALL EMPLOYEES OF THE CITY, UTILITY SPECIAL DISTRICT, AND COMMUNITY REDEVELOPMENT AGENCY



Elizabeth T. McBride
Deputy City Manager/Interim Human Resources Director



Date



Jonathan Evans, MPA, MBA, ICMA-CM
City Manager



Date



Jonathan Evans, MPA, MBA, ICMA-CM
CRA Executive Director



Date