

# City of Miami



## Administrative Policy Manual

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### APM 1-81: Limitations on Political Activity

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**Purpose:** To establish a policy concerning political activity by City of Miami ("City") employees. This Administrative Policy shall apply to all City employees, whether said employee is probationary, classified, unclassified, executive, temporary, or part-time.

*Note: Most political activity by City employees was previously prohibited, whether the employee was on-duty or off-duty, by the Civil Service Rules and Regulations. This prohibition was abolished in its entirety by Ordinance No. 8459, effective October 6, 1975. City employees may now exercise the normal rights of citizenship to participate in political activity. This abolishment does not extend to the use of City time, property or communication systems for political purposes.*

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**Parameters for  
Engaging in  
Political  
Activity**

1. Employees may not participate in political activities or campaigning during their regularly scheduled work hours, including but not limited to when working City-related off duty assignments, overtime or while on certain types of leave including, "T" time and family/medical leave.
  2. Employees may not visit, aid or assist elected officials or candidates for elected office during regularly scheduled work hours, including but not limited to when working City-related off duty assignments, overtime, for political purposes or while on certain types of leave including, "T" time and family/medical leave.
  3. Employees shall not use any City facilities, supplies, materials, property or other resources for political purposes. This includes a prohibition on the use of City telecommunications and/or technology systems for any political activity.
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**Miscellaneous**

- 4. Civil Service Rule 14.2 states the following as grounds for dismissal, suspension, and/or demotion of any employee who:

“14.2 (j) Has solicited the vote of a member of the City Commission for or against a proposed ordinance or resolution or a proposed item in a budget, or an appropriation ordinance concerning the employee's department, where such solicitation is charged and established to have been made elsewhere than at a public hearing of the City Commission or a committee thereof, unless the employee is an authorized representative and is presenting the opinion of an organization of City employees; or

14.2 (m) Has used, or threatened, or attempted to use political influence in securing promotion, leaves of absence, transfer, change in pay, change in character of work, or revision of examination grade.”

- 5. Sec. 54-7 of the City Charter and Code states:

“It shall be unlawful to place political advertisements, handbills or snipe signs or billboards on City-owned property and trash receptacles placed upon City streets and sidewalks.”

- 6. All Department Directors are responsible for informing their employees and enforcing the provisions of this Administrative Policy.

Policy Number: **APM 1-81**

Date: June 22, 2009

Issued By:

**Pedro G. Hernandez**  
*City Manager*

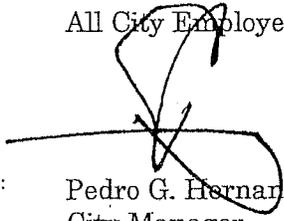
REVISIONS

<u>REVISED SECTION</u>	<u>DATE OF REVISION</u>
Created	03/26/81
Revised	02/09/01
Revised	08/20/04
Revised	08/21/07
Revised	06/2009

CITY OF MIAMI, FLORIDA

INTER-OFFICE MEMORANDUM

TO: All City Employees



FROM: Pedro G. Hernandez, P.E.  
City Manager

DATE: June 22, 2009

SUBJECT: Limitations on  
Political Activity

REFERENCES:

ENCLOSURES:

Please be reminded that in accordance with **Section 104.31, Florida Statutes** (*Political Activities of State, County and Municipal Officers and Employees*) "An employee of the State or any political subdivision may not participate in any political campaign for an elective office while on duty."

I would also like to remind all City employees of the need to adhere to the City's policy regarding **Limitations on Political Activity, APM-1-81**, a copy of which is available in the APM directory on CityNet. For your convenience, the link is provided below.  
<http://citynet/labor%20relations/APM/APMCONTENTS.htm>

While everyone is free to participate in the political process and to exercise his or her First Amendment rights in political campaigns, no City employee may do so while on City time or as part of City employment. That is, employees may not campaign for, visit or aid candidates for elective office for political purposes during regular working hours.

Additionally, employees may not use any City facilities, supplies, or equipment, including City computers, telephones or vehicles, for political purposes.

Any employee found to be in violation of this policy may be disciplined up to and including dismissal.

Department Directors are asked to post this memorandum on departmental bulletin boards and/or distribute copies so that all employees may be made aware of their rights and do not become involved in controversies or potential violations of the aforementioned Florida Statutes and City policy.

cc: The Honorable Mayor and  
Members of the City Commission