

CITY OF GRAND PRAIRIE
HUMAN RESOURCES POLICIES AND PROCEDURES

Section E: **EMPLOYEE RELATIONS**
No. 03: **Voting and Political Activity Policy**
Revised and Approved: **04/08/22**

1.0 Purpose:

The purpose of this policy is to establish guidelines for employees and management regarding time off for voting and involvement in political activities.

2.0 Scope:

All Departments.

3.0 Policies:

3.1 Time off for voting

- a. The City of Grand Prairie encourages all employees to exercise their rights and responsibilities as citizens to vote.
- b. The Texas Election Code 276.004 states that employees must be allowed time to vote if polls are not open for 2 consecutive hours outside of the employees work day. Polls are normally open from 7 a.m. to 7 p.m. on Election Day.
 - 1) Employees are expected to use early voting before or after working hours or on weekends prior to Election Day or vote before or after working hours on Election Day.
 - 2) In unusual circumstances, when it is not possible for an employee to vote before or after his/her regular working hours, it is the policy of the City to grant a reasonable period of time off during the regular work day for voting on Election Day. In this case, managers may require the employee to use vacation leave, allow time to be flexed during the work week to make up for time off, or other reasonable option at the discretion of the manager.

3.2 Political Activities:

- a. Employees of the City of Grand Prairie may also participate in normal political activities such as personally contributing to party funds, and attending precinct conventions.
- b. No person elected to the Grand Prairie City Council shall, during the term for which they were elected, be appointed to any office or position in the service of the City.
- c. Employees are not allowed to take an active part in any political campaign for Mayor or City Council except as specifically provided by City Council policy or state law.
- d. Employees are strongly discouraged from serving on Boards or Commissions in other cities and must notify their Department Manager in writing before serving to ensure there is no conflict of interest.

4.0 Appendices: None