



Election Guidelines for Los Angeles Unified District Staff
Measure US: The Local Public Schools Safety and Upgrades Bond Measure
November 5, 2024 General Election

During election season it is important for Los Angeles Unified employees to be aware of the many ways they can get involved in ballot measures (including the District's Measure US) or candidate campaigns, and the restrictions on certain activities. The legally approved guidelines below provide an overview of the permissible and impermissible activities for public school employees.

The law strictly prohibits all public employees, including school district employees, from promoting a partisan position in an election campaign during working hours, while they are on "the clock", or while using public funds, resources or facilities. This means that Los Angeles Unified monies, facilities, and equipment cannot be used to campaign for or against Measure US. This also means that Los Angeles Unified employees cannot engage in campaign activities while they are "on the clock" in their jobs.

However, nothing prevents employees, during work hours, from providing factual, balanced, impartial information about Measure US and the District's current budgetary situation and financial needs, but employees must provide complete information including **both** the benefits **and** the costs. And nothing prevents encouraging individuals to register to vote and making their voices heard, regardless of how they vote.

When serving "on the clock" as an employee, employees can:

- **Respond to inquiries** in a simple, balanced, unbiased, and informative way that provides a fair presentation of the facts about the measure and the District's view of its merits.
- Provide **accurate information** about the District's current budgetary situation, and anticipated needs for additional funding.
- Provide complete information about Measure US, including the benefits and the costs.
- Distribute factual, balanced, unbiased materials informing voters about Measure US (which will be provided to you for your use).
- Deliver a factual presentation to an organization that has requested information about Measure US.
- Provide information about voter registration and polling place hours.
- Encourage people to register or to vote (without suggesting which way to vote).



When serving “on the clock” as an employee, employees cannot:

- Urge individuals, either explicitly or implicitly, to vote for or against Measure US.
- Present only the benefits of Measure US while ignoring the costs.
- Distribute advocacy campaign literature.
- Recruit volunteers for the campaign for or against Measure US.
- Coordinate with any campaign committee during working hours or in your capacity as a District employee.

Examples of District resources and facilities that cannot be used for advocacy regardless of whether an employee is “on the clock” or not:

- Use Los Angeles Unified copiers, meeting rooms, computers, email systems, cell phones, or supplies to advocate for or against Measure US or any other candidate or measure (note: campaigns may lease District facilities for a fee, pursuant to the Civic Center Act and District Civic Center Permit procedures).
- Use any official LAUSD social media account (including official accounts of LAUSD officials and leadership), such as a school or division’s website, or Instagram, Facebook and twitter account.

You can say, “I encourage everyone to vote in the November 5 General Election. This is an important election.”

You cannot say, “I encourage you to vote ‘YES/NO’ on Measure US”, or any other ballot measure. Telling someone to vote “YES” or “NO” is obvious advocacy or electioneering. Even if you avoid words of express advocacy, if the listener gets the clear impression that you’re urging a yes or no vote, the communication is prohibited.

On personal time, employees can participate in advocacy campaign efforts. While “off the clock” (before/after work, vacation time), employees can volunteer for the campaign.

Note: **Higher profile staff** should not imply they are campaigning on behalf of the District or in their official capacity. However, they may identify themselves and their title for identification purposes.

When in doubt, or if you have any questions, please contact the Office of the General Counsel.