

**Board of Education of the City of Chicago
Law Department**

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General Counsel

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TO: CPS Principals, Network Chiefs, and Department Heads

FROM: Kaitlyn Girard
Labor Relations Officer

DATE: February 4, 2022

RE: Campaign Activities and the use of the CPS Network and Other Resources

As you may know, the City of Chicago and State of Illinois are in the midst of election cycles for several city, county, and state elected offices. Additionally, district employees who are members of CTU are in the midst of union officer elections. The purpose of this memorandum is to provide schools with guidance on what is permissible campaign activity for municipal, state, and CTU elections. Please note that a district official spoke with the CTU president to advise him this guidance, which is also similar to guidance issued in prior CTU elections, would be distributed to schools this week.

Principals and school employees must continue to follow the fundamental principles regarding political and campaign activity, including:

- CPS resources are used for school business only;
- CPS administrators maintain a position of strict neutrality in matters related to union elections; and
- CPS employees use their duty time to work on school business, not to engage in political activities, including political activities associated with municipal, state, or union elections.

Additionally, all employees must observe the following rules:

1. CPS Equipment and Supplies. The CPS computer network, email systems, photocopiers, fax machines, multifunctional devices, computers, typewriters, equipment, paper and other supplies may not be used for any political purpose, as defined in Section II(BB) of the [Code of Ethics](#), or for any union campaign activity.
2. The CPS Mail Run. This service exists to deliver materials and mail between CPS facilities and may not be used for any political or union campaign purpose.
3. Distributing and Circulating Campaign Materials. Board Rule 6-18 and various collective bargaining agreements allow certified labor organizations to place documents relating to "official union business" in physical employee mailboxes. Until further notice, campaign materials from individuals or slates of candidates for union office shall qualify as "official

union business.” Only union delegates, officers, union representatives, or their designees are authorized to place such materials in physical school mailboxes

4. **Bulletin Boards.** CPS unions have a contractual right to use bulletin-board space to inform their members about official union business and activities. Until further notice, “official union business” shall include campaign activities on behalf of union candidates, whether challengers or incumbents, but does not include campaign activities associated with municipal or state elections. Only union delegates or their designees may post permitted materials on the union bulletin boards, and such materials may not be posted at any other location in the school facility. (Note that bulletin boards should not be used to post campaign materials for candidates for municipal or state offices.)
5. **Use of CPS Facilities.**
 - a. For municipal campaign activities: Principals may allow use of school buildings for municipal or state office campaign activity only in accordance with Board Rule 6-25(V), and after receiving approval from Facilities and the CPS Ethics Advisor (x3-1700).
 - b. For union campaign activity: Until further notice, school facilities may be used for union campaign activities during non-duty time before or after school and out of the presence of students. (Note: Self-directed preparation periods are paid duty time.) Usage must be arranged in advance with the principal in accordance with facility usage policy, procedures and practices, must not interfere with school activities, including after-school programming, and must comply with applicable Board rules, policies, and procedures. Any conflict between groups seeking to use the facility should be resolved on a “first-come, first-served” basis. Principals should not extend the normal hours of operations or incur overtime costs to accommodate these usage requests. It is recommended that such usage should conclude prior to 5 p.m. at elementary schools and prior to 6 p.m. at high schools
6. **Discussions during non-duty time.** This memorandum is not intended to address civil discussions between co-workers during non-duty time (breaks and lunches), when employees are free to engage in activities, including activities related to collective bargaining, that do not disrupt the educational process or interfere with the work being done at their school or unit. This memorandum also is not intended to prohibit other authorized uses of school buildings.

Principals and Department Heads should address any violation of this memorandum immediately. Any violation of the [Code of Ethics](#) or any collective bargaining agreement should be addressed in accordance with the Misconduct/Discipline Matrix or the Employee Discipline and Due Process Policy. Please consult with your HR Business Partner or Libby Massey in Labor & Employee Discipline for advice on violations. If CTU Officers or Representatives have concerns, please direct them to Kaitlyn Girard or Elliot Cole in Labor Relations.



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TO: CPS Principals, Network Chiefs and Department Heads

FROM: Joseph Moriarty
General Counsel

DATE: January 14, 2019

RE: Campaign Activities and the Use of the CPS Network and Other Resources

As you know, the City of Chicago is in the midst of a municipal election. Additionally, district employees who are members of CTU are in the midst of union officer elections. This purpose of this memorandum is to provide schools with guidance on what is permissible campaign activity for municipal and CTU elections. Please note that a district official spoke with the CTU president to advise him that guidance similar to that issued in prior CTU elections would be distributed.

Principals and school employees must continue to follow the fundamental principles regarding political and campaign activity, including:

- CPS resources are used for school business only;
- CPS administrators shall maintain a position of strict neutrality in matters related to elections; and,
- CPS employees must use their duty time to work on school business, not to engage in political activities, including political activities associated with municipal or union elections.

Additionally, all employees should observe the following rules:

1. CPS Equipment and Supplies. The CPS computer network, e-mail systems, photocopiers, fax machines, multifunctional devices, computers, typewriters, equipment, paper and other supplies may not be used for any political purpose, as defined in Section II(BB) of the Code of Ethics, or for any union campaign activity.
2. The CPS Mail Run. This service exists to deliver materials and mail between CPS facilities and may not be used for any political purpose or for union campaign activity.
3. Distributing and Circulating Campaign Materials. Board Rule 6-18 and various collective bargaining agreements allow certified labor organizations to place documents relating to "official union business" in physical employee mailboxes. Until further notice, campaign materials from individuals or slates of candidates for union office shall qualify as "official union business." Only union delegates are authorized to place such materials in physical school mailboxes.
4. Bulletin Boards. CPS unions have a contractual right to use bulletin board space to inform their members about official union business and activities. Until further notice, "official union business" shall include campaign activities on behalf of union candidates, whether challengers or incumbents, but does not include campaign activities associated with municipal elections. Only union delegates may post permitted materials on the union bulletin boards, and such materials may not be posted at any other location in the school facility. (Note that bulletin boards should not be used to post campaign materials for candidates for municipal offices.)
5. Use of CPS Facilities.
 - a. For municipal campaign activities: Principals may allow use of school buildings for municipal office campaign activity only in accordance with Board Rule 6-25(VI), and after receiving approval from Facilities and Ethics Advisor (3-1700).
 - b. For union campaign activity: Until further notice, school facilities may be used for union campaign activities during non-duty time before or after school and out of the presence of students. (Note: Self-directed

preparation periods are paid duty time.) Usage must be arranged in advance with the principal in accordance with facility usage policy, procedures and practices, must not interfere with school activities, including after-school programming; and must comply with applicable Board rules, policies and procedures. Any conflict between groups seeking to use the facility should be resolved on a "first-come, first-served" basis. Principals should not extend the normal hours of operations or incur overtime costs to accommodate these usage requests. It is recommended that such usage conclude prior to 5 p.m. at elementary schools and prior to 6 p.m. at high schools.

6. Discussions during non-duty time. This memorandum is not intended to address civil discussions between co-workers during non-duty time (breaks and lunches), when employees are free to engage in activities, including activities related to collective bargaining, that do not disrupt the educational process or interfere with school or unit business. This memorandum also is not intended to prohibit other authorized uses of school buildings.

Principals and Department Heads should address any violation of this memorandum immediately. Any violation of the Code of Ethics or any collective bargaining agreement should be addressed in accordance with the Misconduct/Discipline Matrix or the Employee Discipline and Due Process Policy., Please consult with James Ciesil (3-1643) or Mary Ernesti (3-5801) for advice on violations. If CTU officers or representatives have concerns, please direct them to Paul Ciatsko (3-1654) or Miguel Perretta (3-1529).