

**BOARD OF EDUCATION OF THE CITY OF NEW YORK****RUDOLPH F. CREW, Ed. D.,** *Chancellor***OFFICE OF THE CHANCELLOR****110 Livingston Street - Brooklyn, NY 11201**

January 8, 1999

**MEMORANDUM**

**To:** Executive Directors, All Superintendents and Principals of All Schools

**From:** Dale C. Kutzbach  
Director of Labor Relations *D.C.K.*

**Subject:** Campaign for Union Offices

The Board of Education is neutral with respect to elections for union offices and continues its policy of permitting rival factions within unions to disseminate non-inflammatory election material in employee mailboxes.

Requests have been made in the past for an opportunity to speak to employees in support of candidates for union office. It has been policy to refuse such requests.

Requests for personal business days, unpaid non-attendance or other leave to engage in electioneering should be denied. Principals and administrators whose schools or offices are visited by individuals claiming to be employees during their working hours should obtain the names of these individuals and forward them to my office for investigation. Their requests for admission to the schools or offices should be denied. However, retired employees and employees represented by the affected union, during non-working time, should be admitted to schools or offices to disseminate non-inflammatory election material in employee mailboxes provided that it does not cause a disruption in normal operations.

Should you have any questions, please contact the Office of Labor Relations and Collective Bargaining.

DCK:rb