

SECTION 4.9: POLL WORKER LEAVE (With Pay)

- A. Pursuant to HB 262 and ORC 3501.28, the Board of County Commissioners adopted a poll worker paid leave program for full-time and part-time employees (Resolution Vol. 311, Image 9810, 8/13/08). Seasonal and intermittent employees are not eligible for this program. An employee who is on any type of paid or unpaid leave of absence is not eligible. The program permits a qualified employee of the Board to serve as a Precinct Election Official for elections without any loss of compensation and without having to use accrued leave.
- B. An employee who is participating in the Poll Worker Leave program will, in effect, receive their regular wages in addition to any compensation received for serving as a Precinct Election Official.
- C. Employee Qualifications to Serve as a Precinct Election Official are:
1. Must be a full-time or part-time employee;
 2. Must be a resident of Hamilton County;
 3. Must be a registered and active voter in Hamilton County;
 4. Must attend any required and/or organizational meetings on his/her own time;
 5. Not be a candidate for any office to be voted on at the polling place at the election;
 6. Not be a convicted felon.
- D. Steps to Requesting Poll Worker Leave are as follows:
1. An employee requesting leave under this policy must submit a Time Off Request prior to the election. It is recommended that employees start this process 60 days prior to the election.
 2. The immediate supervisor and department head will approve or deny requests in the order received, based on the department workload, goals, and mission.
 3. Once the employee receives the approval for his/her Time Off Request, the employee then contacts the Board of Elections to request to serve as a Precinct Election Official.
 4. An employee who meets the qualifications and has taken the training will receive a letter of appointment from the Board of Elections (BOE). The employee must provide a copy of this letter to his/her supervisor.
 5. If the employee has been approved for leave but is not called to serve as a Precinct Election Official, the employee will report for work at his/her regular time and location.

E. Documentation of hours worked as an Precinct Election Official:

1. The Precinct Election Officials who work on Election Day must complete the Board of Elections provided payroll record for compensation and verification purposes.
2. In order to verify that the employee served as a Precinct Election Official, the Board of Elections will provide each employee's department with a copy of the payroll verification signed by the employee. (It may take up to a week for departments to receive this verification.)
3. An employee working at the polls is expected to work the entire day to receive his/her Poll Worker Leave pay. Employees will only receive paid leave on an hour-for-hour basis, up to the maximum number of hours the employee was regularly scheduled to work on the day of the election. If it is found after an employee has received pay for Poll Worker Leave that the employee did not actually work as a Precinct Election Official, the hours paid will be recouped from the employee's next paycheck.
4. If while working at the polls, due to illness or other unforeseen circumstances, a non-exempt employee does not fulfill at least the number of hours he/she would have normally been scheduled to work, the employee must use sick leave or other accumulated leave time as is deemed appropriate for the hours not worked up to the maximum that they are normally scheduled to work for that day.

F. Employees must comply with the requirements of the above stated program. An employee's failure to comply with this policy will affect his/her future eligibility to participate in the Poll Worker Leave program and may also subject him/her to discipline, up to and including termination.