



Department of Employee Relations

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## **Compensation Policy for City Employees Working at the Polls on Election Day** September 14, 2012

City of Milwaukee employees working at the polls on Election day are to be compensated in accordance with their exempt/non-exempt status under the Fair Labor Standards Act (FLSA) using the following guidelines:

### FLSA Exempt Employees

FLSA Exempt employees working at the polls during elections “donate” their time to the Election Commission for the day and are not eligible to receive Election Inspector or Chief Inspector pay for the day. (They receive their regular city pay for the day). FLSA Exempt employees are not allowed to take paid leave for the day and receive pay from the Election Commission under any circumstances.

### FLSA Non-exempt Employees

FLSA Non-exempt employees who volunteer to work on Election day may:

- Elect to work their regular day at their straight time rate of pay provided that they have received approval from their department head or designee and are not scheduled to work more than 8 hours. (Shifts of 6:00am to 3:00pm and 2:30pm to 11:00pm are available).
- Elect to take paid vacation, sick leave incentive day, or compensatory time off, provided they have received approval from their department head or designee. Such employees are eligible to receive Election Inspector pay (\$130 per day) or Chief Inspector pay (\$160 per day) provided they work the entire shift which is normally 6:30am until 9:30pm or until the polling site is closed.
- Elect to work on their regular off day which falls on the same day as the Election Day and be eligible to receive Election Inspector pay (\$130 per day) or Chief Inspector pay (\$160 per day) as stated above.

### Election Training

FLSA Exempt employees are not eligible to receive compensation for attending Election day training. FLSA Non-exempt employees are not eligible to receive compensation for attending any required training classes during their regular work time. They may receive compensation however, if the training class is on their off day.