



DEPARTMENT OF EMPLOYEE RELATIONS

[Revised 7.20.2022]

2022 ELECTION WORKER(S) Pay & City Time Guide

Temporary revisions included:

- FLSA Non-exempt [hourly] employees will be paid **for all hours worked.**
 - **Will receive either the Election Inspector stipend or the Chief Inspector stipend of \$220 or \$325 per day – prorated if does not serve the entire Election shift.**
- FLSA Exempt employees will be paid their usual salary for the day if working 8.0 hours or more.
 - **Will receive either the Election Inspector or the Chief Inspector stipend of \$220 or \$325 per day – prorated if does not serve the entire Election shift.**

In addition to summarizing temporary revisions to the **City Workers Working on Elections Policy**, this document provides guidance on how to pay individuals who worked at the polling locations, as well as Central Count.

City Time Online Time Card:

Payroll staff are to ensure that all time worked on Election Day at a polling location or Central Count is recorded on the employee's online Time Card. **Note:** The account code is different if the employee works at a polling location vs. central count.

- **FLSA Non-Exempt (hourly)** employees should report all hours worked using their current job code. If FLSA Non-Exempt employee works less than 8 hours on Election Duty, they should report Paid Time Off (Vacation, Comp Time, SLCIP, etc.) for the remaining time to make up the 8-hour day.
 - If worked at a polling location:
 - **EARN CODE: 077**
 - **ACCOUNT CODE: 1100**
 - If worked at Central Count:
 - **EARN CODE: 077**
 - **ACCOUNT CODE: 1104**
- **FLSA Exempt** employees should report all hours worked up to 8.0 using their current job code. If FLSA Exempt employee works less than 8 hours on Election Duty, they should

report Paid Time Off (Vacation, Comp Time, SLCIP, etc.) for the remaining time to make up the 8-hour day.

- If worked at a polling location:
 - **EARN CODE: 077**
 - **ACCOUNT CODE: 1100**
- If worked at Central Count:
 - **EARN CODE: 077**
 - **ACCOUNT CODE: 1104**

Stipend Clarification:

- **The Election Commission's Payroll will be processing ALL of the stipends for each employee that worked City-wide.** Department specific Payroll Representatives/HR Personnel do not need to worry about making these entries for the extra stipend payments.
- The stipend will be pro-rated if the employee does not work the full Election shift at Central Count or a polling location.
- A full Election shift is an average of 14.5 hours