

2020 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 \$230 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 the either the Election Inspector or the Chief Inspector stipend of \$230 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 for the August 11, 2020 election.

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